OFFICE EQUIPMENT *Digest*

dited for **Purchasing Agents, Controllers and Office Managers**

Check and pass on

Purchasing Agent	
Controller	
Office Manager	
Advertising Manager	
Transcription Supervisor	
Filing Dept. Manager	
Mailing Dept. Manager	

Daniel Pyzel, vice-president, Shell Union Oil Corporation, New York, f trend to smart individualization of executive quarters.

SEPTEMBER • 1944

Adjustable Drawing Tables

by NEW ENGLAND

A high grade line of drawing tables to fulfill every requirement. Made in five popular sizes and styles.

SPECIFICATIONS

TOPS—Selected California Sugar Pine with Maple end cleats and Oak apron strip leaving 5/16" opening for long tracings.

TABLES—Kiln Dried Oak or Birch finished light golden oak.

DRAWERS—All drawers dovetailed, tooled drawers equipped with locks and have tool trays.

HEIGHT—All tables 34" high and 3" raising blocks are furnished for each table.

SHIPMENT—Tables are shipped knocked down.

SIZES

36"x60", 36"x72", 42"x84", 36"x96", 36"x120".

Blueprint

CABINETS

OF WOOD

Made of fine quality woods by master craftsmen—in sectional 5 drawer units for easy and positive stocking. Drawers 2" high glide on maple slides. Each drawer is equipped with a holding strip in the rear and a hinged holder in front. In olive green and walnut finishes.

#1030—5 Drawer Unit for Filing Sheets 36"x24".
#1030C—¾" Flat Cap for #1030.
#1030B—4" Base for #1030.
#1040—5 Drawer Unit for Filing Sheets 42"x30".
#1040C—¾" Flat Cap for #1040.
#1040B—4" Base for #1040.
#1050—5 Drawer Unit for Filing Sheets 48"x36".
#1050C—¾" Flat Cap for #1050.
#1050B—4" Base for #1050.

NEW ENGLAND WOODWORKING CO.

512 East 137th Street, ***(Mfgrs. of Office Specialties in Wood)*** **New York, N. Y.**

In Your Business, Too, You'll Need

The Register Rolls that really register!

"I'm running a grocery store . . . and getting by with green help . . . perhaps the way you're obliged to do. "One of the things that helps many of us, regardless of the businesses we're in, is the way registers work for us. Everybody seems to use Columbia Register Rolls. They're made with Columbia Non-Stick Pencil Carbon Paper, and like as not, you're using Non-Stick Pencil Carbon Paper for other requirements right now, and you know how well it works.

"You get clean, easy-to-read register slips, no matter how hot, or sticky the weather is. Outdoors or indoors, the slips are smudge proof, regardless of how much they're handled. You can use your register slips for shipping and receiving records, orders, stock room forms, inventory, sales—and no end of pencil written records requiring easy-to-read duplicates. Columbia Rolls will work on all types of registers. You probably can buy them from your local dealer, as I do, or from the Columbia office nearest you.

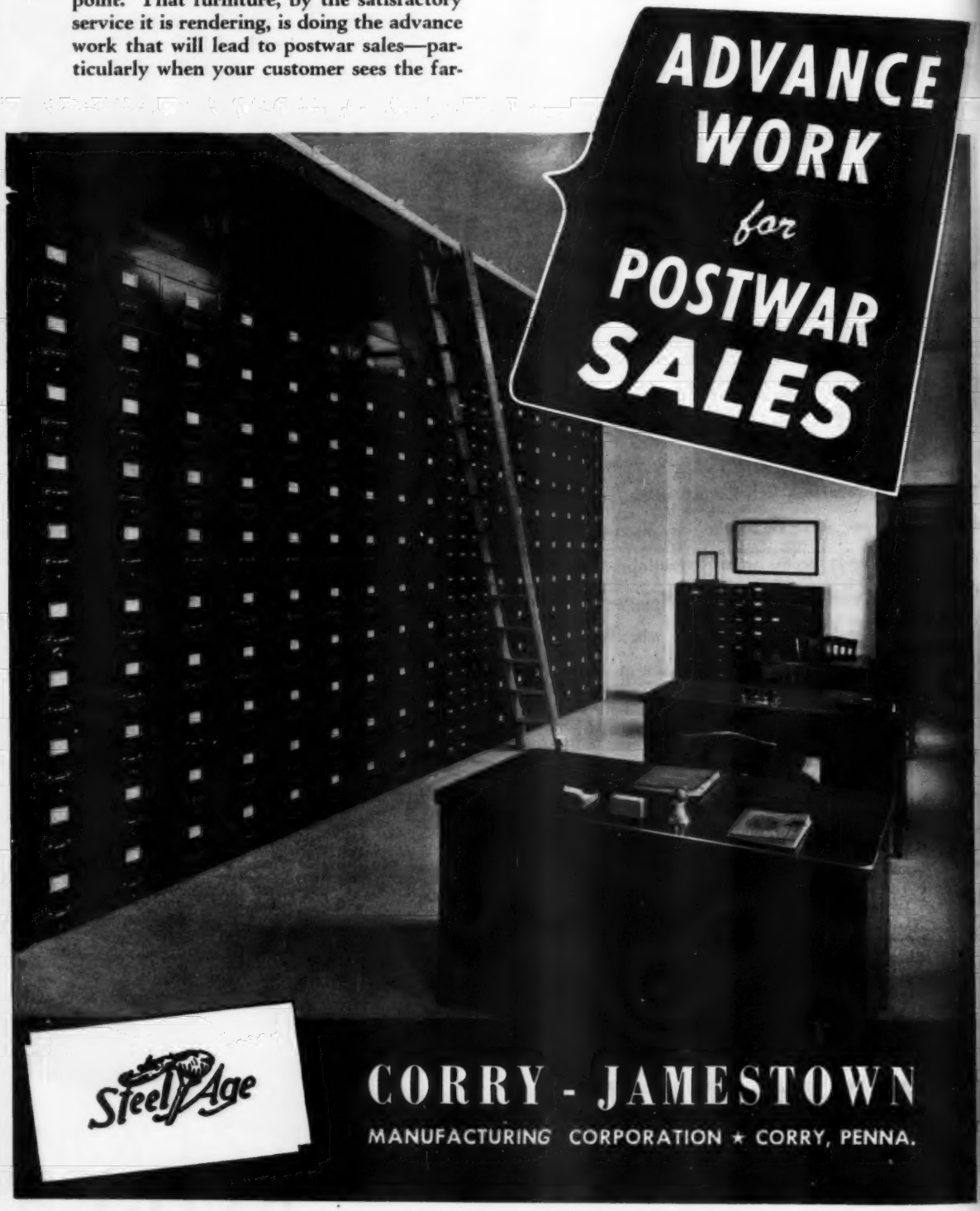
COLUMBIA RIBBON & CARBON MFG., CO., Inc.
Main Office and Factory: Glen Cove, L. I., N. Y.

NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT
MILWAUKEE • MINNEAPOLIS • NASHVILLE • PHILADELPHIA
PITTSBURGH • CINCINNATI (Harris-Moers Co.) • PORTLAND, ORE.

Also: London, England; Sydney, Australia

COLUMBIA REGISTER ROLLS

YOU may not have the time or the manpower to call on your customers these days — but — wherever you have made a Steel Age Office Furniture installation, you are well represented from a sales standpoint. That furniture, by the satisfactory service it is rendering, is doing the advance work that will lead to postwar sales—particularly when your customer sees the far-reaching, war-born advancements that will make our postwar line the finest office furniture ever created by Corry-Jamestown! *The Corry-Jamestown Franchise Carries Leadership.*



"Impressive Impressions"

RED FEATHER STENCILS

AND DUPLICATING SUPPLIES

Receive the enthusiastic approval of dealers and users because they are uniform and dependable

STENCILS • DUPLICATOR INKS • DUPLICATOR SUPPLIES • CORRECTION FLUID • TYPE CLEANER • ETCH FLUID • CARBON PAPER • TYPEWRITER RIBBONS

SEND FOR ILLUSTRATED CATALOG

Blended with scientific care.
Guaranteed not to clog or dry on ink pad. Made in black, red, blue, green, brown, purple and yellow.

RED FEATHER PRODUCTS LTD.

Redwood City · California

A TREE GREW IN AVENEL

. . . and a grand *tree it was—admired, cherished* *and happy, as trees go, but there came a war,* *and a shortage of steel . . . with none available for files* *we looked at the tree, and thought of the experience of George Washington as a lad* *and the poem by Joyce Kilmer*

but it was no time for sentiment; people had to have files . . . the tree saw things our way, and served proudly as a war-time substitute for steel . . . now we are burning the *midnight oil, planning newer* *and better metal furniture for the future;* *we salute the tree that grew in Avenel . . . for when we've won Freedom there will be*

SECURITY STEEL EQUIPMENT CORP.
AVENEL, NEW JERSEY

CASUALTIES AVOIDED . . .
NO PAPERS MISSING IN ACTION

Precious man-hours . . . in wartime or peacetime . . . must not be lost in searching for misplaced business papers. Records can help only when they are accessible . . . *in the right place at the right time.*

The efficient office must save time . . . avoid delay in obtaining information . . . demand completeness and accuracy . . . discard worn-out and inadequate methods.

GF dealers stock our complete line of filing supplies . . . folders, cards, inserts, labels and other items for every filing requirement . . . now available.

When men and metal are mustered out . . . GF will again manufacture chairs, files, desks and tables . . . all standard equipment for the business world of tomorrow.

The GENERAL FIREPROOFING COMPANY
YOUNGSTOWN 1, OHIO

ASE AURORA 7000 LINE

For the Office of "Tomorrow"

While the facilities of All-Steel-Equip Company are now devoted to the war effort, the day will come when we can resume full-scale peacetime production. Again A-S-E will bring you the complete line of All-Steel files that have won nation-wide preference of office managers and systems experts from coast to coast.

Again A-S-E will offer you outstanding features at low cost; EXTRA CAPACITY, EXTRA STRENGTH, SMOOTHER OPERATION.

In addition to many other features, A-S-E again will offer a wider range of models, a more flexible line, fitted with better hardware and finished in durable, mar-resistant baked enamel!

Remember A-S-E—it's the quality line that you will want just as soon as Uncle Sam turns on the green light.

ASE CABINETS

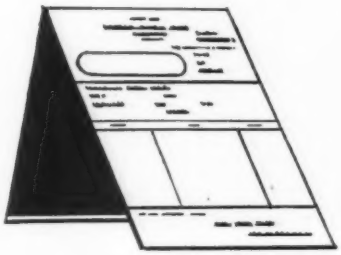
A-S-E Aurora Storage Cabinets, too, will be available to you, as soon as peacetime production is resumed.

ALL-STEEL-EQUIP. CO. Inc.

900 CLEVELAND STREET • AURORA, ILLINOIS

The Grass Grows Greener on OLD TOWN'S Side *of the Fence*

To OLD TOWN the grass never looks greener on the other side of the fence. We stick to making quality carbon paper, ribbons and spirit duplicating supplies. Until we can manufacture office and duplicating machines better than those on the market—we'll stay in our own pasture. OLD TOWN built up a good name in the ribbon, carbon and duplicating supply industry—and we're proud of that name of OLD TOWN.



DUPLI-FORMS for MULTIPLE COPIES

When you need multiple copies of office forms, production, payroll, purchasing and order-billing, set up your original form on an OLD TOWN Dupli-form — a printed master-unit. The typist fills in the Dupli-form. In a jiffy, you run off on your spirit or gelatin duplicator as many permanently clear and accurate copies as you want. Write for details today.

As specialists, OLD TOWN can be and is impartial. Our products are designed for all the varying models of competing office and duplicating machines. And that's a full-time job. OLD TOWN's research has pioneered many "firsts" in carbons, in ribbons and particularly in spirit duplicating. Look for the name OLD TOWN, and you'll know that sheet for sheet, ribbon for ribbon, OLD TOWN gives you more.

Trade-Marked and Grade-Marked for Your Protection

Old Town
RIBBON & CARBON CO. INC.
Foremost Makers of Ribbons and Carbons for Every Use
750 PACIFIC STREET, BROOKLYN 17, NEW YORK, N. Y.
Sales and Service Everywhere

DO/MORE

Posture Chairs

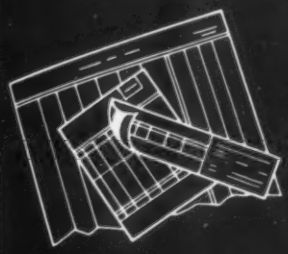
★

AN EASIER DAY THE DO/MORE WAY

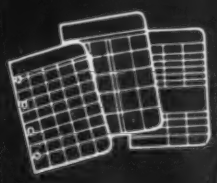
Do/More Seating an aid to good posture, helps reduce office fatigue. Write for FREE illustrated folder today —You'll find it interesting.

DOMORE CHAIR COMPANY, INC., DEPT. G.
ELKHART, INDIANA

A Message to... Loose-Leaf Dealers Who Want to Provide *Now* for the Future Success of Their Business

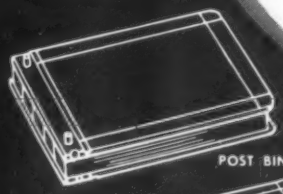


KOPI-SPOT Pay Roll Checks and Forms

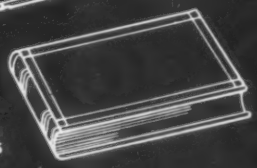


RULED FORMS Commercial, Columnar, Ledger Sheets, Etc

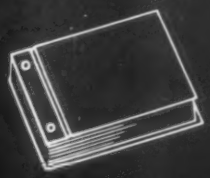
CATALOG BINDERS



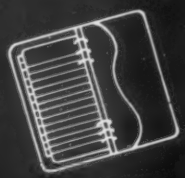
POST BINDERS



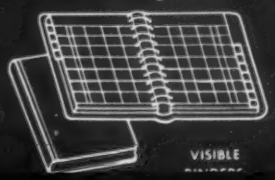
THONG BINDERS



STORAGE BINDERS



RING BINDERS



VISIBLE BINDERS

MACHINE BINDERS

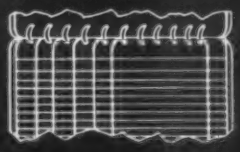


FIGURE FACTS

The time is coming when loose-leaf dealers will have to do an aggressive selling job, in order to maintain sales volume. And when the time comes, it's going to be highly important for you to have the right lines of merchandise. Especially you'll want those profitable new loose-leaf specialties . . . that will help you to get new customers . . . and increase your sales to present customers.

Now is the time for you to discuss the procuring of those post-war lines that will mean so much to your future. You can do this now. Later it may be more difficult.

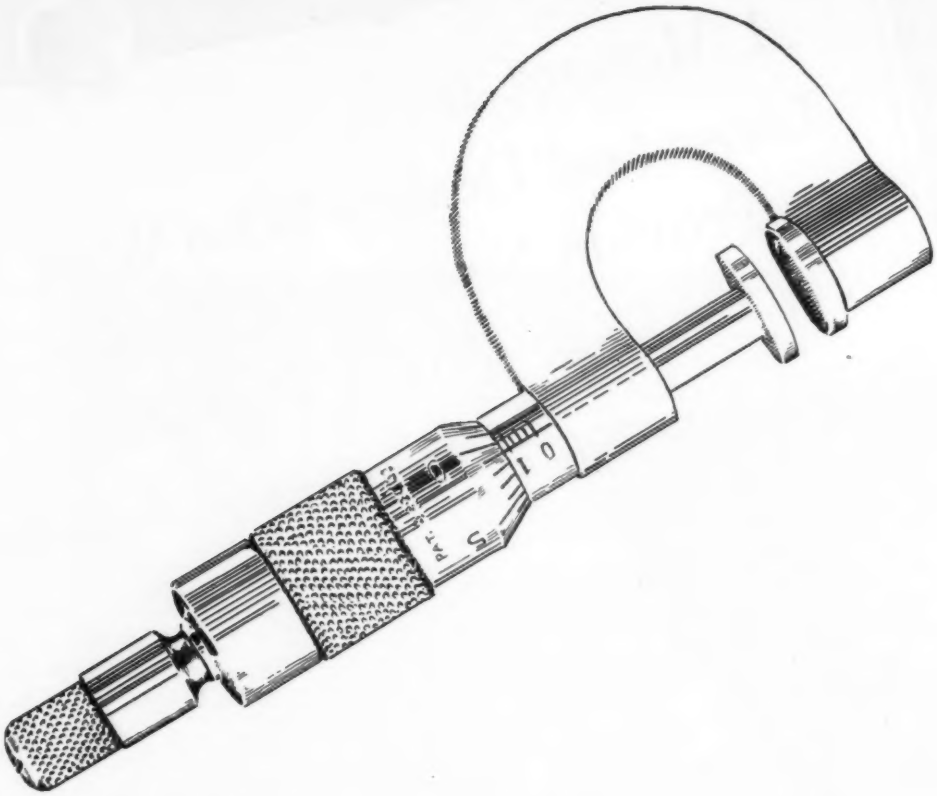
In your territory, *the post-war dealer franchise* may be open for the MASTER-CRAFT 2-in-in Loose-Leaf Line. If you can secure this, you'll have a *double* loose-leaf market. You can fill the demand for "staple" goods, and in addition you'll have a full second line of exclusive specialties with immense sales possibilities.

We expect the MASTER-CRAFT post-war line to be the most improved line on the market. That's why we KNOW you'll be wise to file your application now for the exclusive MASTER-CRAFT Dealer Franchise.

MASTER-CRAFT CORPORATION
Division of The Shaw-Walker Co.
KALAMAZOO, MICHIGAN

MASTER-CRAFT

Loose Leaf Systems



EXACTING WORKMANSHIP

Perhaps we're a little old-fashioned when it comes to insisting on *exacting workmanship*, but we still believe there's a lot of good "grass-roots" logic in the old adage, "When a job is worth doing, it's worth doing well." That's why the "M&V Guild of Craftsmen" have continued to build unsurpassed quality and extra value into our inked typewriter ribbons and carbon paper since 1881. That, too, is why every user of M&V products knows from experience that he obtains from them better letters and clearer copies at less cost. An established fact you too will discover and appreciate once you have tried M&V ribbons and carbon paper! Even in these trying times M&V precision products are uncompromisingly made to satisfy the most exacting office requirements.

N. S. A. CONVENTION • PALMER HOUSE • CHICAGO
BOOTH G2 and G3

MITTAG AND VOLGER, INC.

ESTABLISHED 1881

FINE CARBON PAPERS & INKED RIBBONS • PARK RIDGE, NEW JERSEY

DIEBOLD *V-28* POSTING TRAY

33⅓% More capacity
•
Speeds up machine posting

The versatile record tray, with effortless operation for faster filing, finding, sorting, stuffing. The multiple separator construction prevents buckling or curling of lightest tissue copy paper as readily as the heaviest weight index records. Easily accommodates ledger cards for all types of posting machines. No follower or compression mechanism. Portable—compact—sturdy.

The outstanding features of the V-28 Posting Tray have created a rapidly growing demand for it. Several models now ready—to provide smooth routines—to simplify and speed up operations—to reduce costs.

DIEBOLD, INCORPORATED
CANTON 2 • • OHIO

DIEBOLD PRODUCTS

Cardineer — Rotary Visible File
Tra-Dex — Vertical Visible Tray
V-28 — Posting Tray
Fibre Stak — Storage Files
*Safes
*Vault Doors
**Receding Door Safes
**Electric Rekordesk Files
**One Hour Insulated Files
**Insulated Utility Chests
**Money Chests
**Steel Storage Files
**Reveldex•Rotary Reference File
**Reference Panels
**Holdup Equipment
***Flex-Site — Visible Binders
***Transfer Binders

Items not marked are not restricted
*Available — restricted
**Not being built during emergency
***Certification only required

Choose Your Future Steel Desk NOW!

"Y and E" Modern Styled Executive Steel Desks are now adding harmony of color and design to hundreds of executive offices and will continue to do so as soon as production is resumed.

•

Neutra-Tone Gray finished "Y and E" Styled Associate Steel Desks create the same harmonious atmosphere in the general offices. The rational design of these desks give the greatest possible functional advantages.

•

More than 37 styled associate desks are used in the offices of which the illustration below is only a part—the complete line of "Y and E" Styled-Mastered Steel Desks in Neutra-Tone Gray finish make possible complete harmonizing throughout.

•

"Y and E"

"Y and E" has been designing, manufacturing and constantly improving office desks for over 55 years.

This accumulation of skills made possible and successful the introduction of the "Y and E" Style-Master Steel Desks in 1939. This outstanding line of desks set new standards in color, finish, eye appeal and greater functional advantages.

As soon as the change-over can be made after victory comes "Y and E" will again start where they left off on December 7, 1941, and again supply the same modern designed Neutra-Tone finished Steel Desks of *which* you will be proud and that will give you the greatest possible comfort and usefulness. Write for Catalog.

FOREMOST FOR MORE THAN SIXTY YEARS

BRANCHES IN THE LARGER CITIES

YAWMAN AND ERBE MFG. CO.

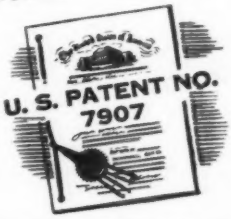
1045 JAY STREET • ROCHESTER 3, N. Y.

AGENTS AND DEALERS EVERYWHERE

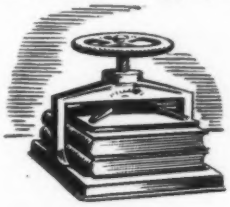
Invented for Grandpa

Perfected for You!

'Way back in 1877, the Eagle Pencil Company conceived and patented the world's first copying pencil.



Grandpa was delighted, for its ink lead was an ever-handy, perfect substitute for copying ink.



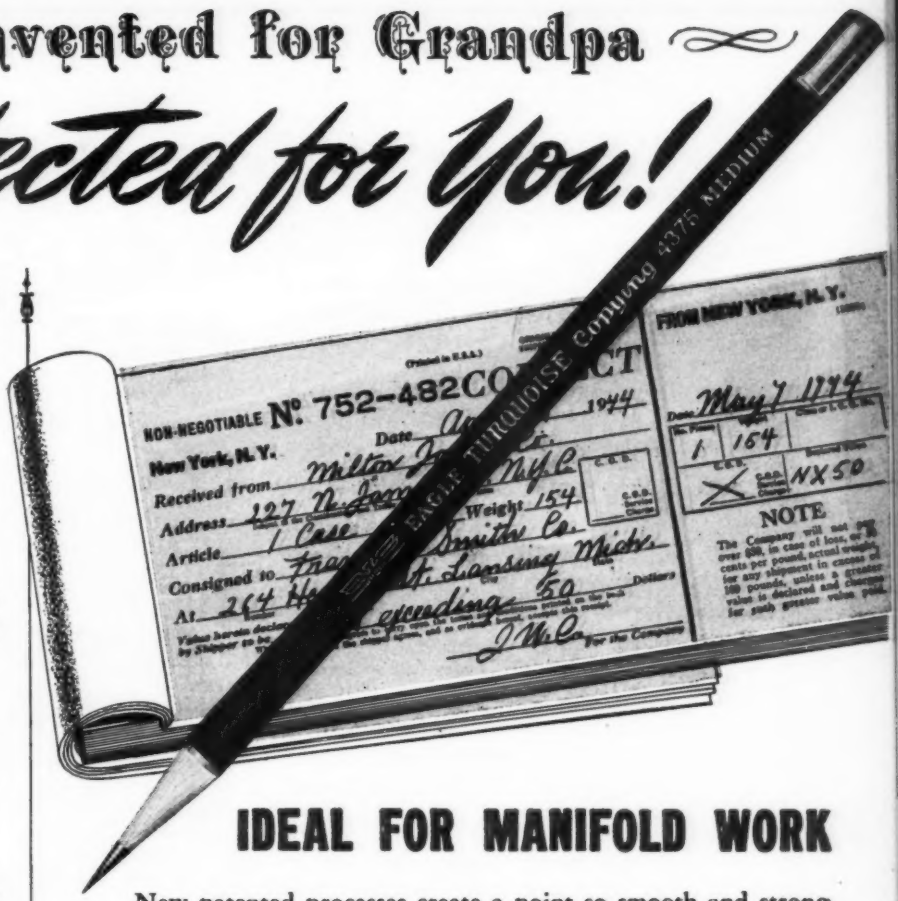
Clear, permanent copies of everything he wrote could be transferred to wet tissue under pressure.

If either pencil or paper was lightly licked by grandpa's tongue, this ingenious new pencil wrote in indelible purple ink! Documents written with it were declared legal by legislation.

And clever grandpa soon discovered that an Eagle Copying Pencil beat pen and ink for permanent marking on leather, stone and other surfaces.

★

Today the old copying press is a curio, but there is nothing more modern than the new Eagle TURQUOISE Copying Pencil described at the right.



IDEAL FOR MANIFOLD WORK

New patented processes create a point so smooth and strong it will produce many clear carbon copies without gouging the original. Its Soft, Medium, Hard, and Extra Hard degrees make it adaptable to the widest range of manifold and wet copying work. Individuals and large corporations alike praise it for these exclusive features:

"FLEXIBLE LEADS", interwoven with countless tiny plastic filaments, make the point *stand up* when you *bear down.*

A NEW VIOLET DYE increases copying power and adds flowing smoothness to a point that never drags or scratches.

***"ELECTRONIC" GRAPHITE,** refined down to 1/25,000th of an inch, makes a long-wearing lead that takes *and holds* a needle point.

EAGLE

Test it yourself

Write on your business letterhead for a sample and we will send you a free Eagle TURQUOISE copying pencil in any grade you desire (Soft, Medium, Hard, or Extra Hard).

Try it in your own office, at your own work!

*TURQUOISE COPYING

EAGLE PENCIL COMPANY, 703 EAST 13th STREET, NEW YORK

EAGLE PENCIL COMPANY OF CANADA, LTD., TORONTO

*REG. U. S. PAT. OFF.

"Postwar" is here today for

OXFORD PENDAFLEX *Users*

If "postwar" means *desirable merchandise* to you, then postwar is here right now as far as Pendaflex is concerned.

For these modern file folders that *hang* in the file are once again available to busy offices.

Think of what this means to you in terms of saving money and time in your filing department! Oxford Pendaflex actually speeds up filing and finding time 20%. This is because, unlike ordinary file folders, they do not sag or slump down in the file drawer when full of papers. Pendaflex *hangs* on light frames which fit in your standard file drawers. They're always in place—easy to identify—easy to handle—no matter how many papers are filed in a folder.

See these modern *hanging* file folders at your office supply dealer's this week. He'll be glad to fill your order for as many Oxford Pendaflex file folders as you need.

Your Filing Supply Specialists

Oxford
FILING SUPPLY CO.
340 Morgan Ave., Brooklyn 6, N.Y.
125 S. 8th St., St. Louis 2, Mo.

THE HOUSE OF AW FABER "CASTELL" STANDARD OF THE WORLD

6 "MAJORS" lead the A. W. FABER Profit Parade

1. CASTELL Indelible and Colored Copying Pencils—15¢
2. WINNER Techno-TONE Drawing Pencil—2 for 25¢
3. COMMODORE Colored Indelible Pencil—10¢
4. "THE WINNER" Thin Colored Crayon Pencil—10¢
5. COLUMBUS Thick Colored Crayon Pencil—10¢
6. COLUMBUS Quality Black Lead Writing Pencil—5¢

Everything you want in a colored pencil including

ECONOMY

Many colored pencils LOOK alike. Many claim the same virtues. But only WINNER Thin Lead Colored Pencil can claim the A. W. Faber imprint. To Architects, Surveyors, Draftsmen, Clerks, Auditors, Accountants and Executives the 183-year-old A. W. Faber name stands for an EXTRA ingredient which puts the pencil far out in front.

Strong, thin crayon pencil, hexagon in shape, vivid in impression, encased in quality cedar wood. Superb for checking, sketching, blueprint marking. Sharpens to a needlepoint without snapping or crumbling. Available in red, blue, green, black, white, brown, carmine, blueprint yellow and blueprint orange. Mr. Dealer—get your important consumer accounts to *test* WINNER Thin Lead Colored Pencils. Send for samples today.

AW FABER INC. NEWARK, N. J.

SPOTLIGHTING A PROUD TRADE MARK

SKY-RITE is the product of Pioneers in the LIGHT WEIGHT Paper and Envelope Field. SKY-RITE is presented in over Thirty Million individual advertisements monthly in American Weekly, This Week, Saturday Evening Post, Life, Collier's, Newsweek, Time, New York Times Magazine, Etc.

Handsomely Boxed—Sizes and Styles for EVERY demand—Write for SKY-RITE CATALOG

DISTRIBUTORS COAST TO COAST

AGENCY PAPER CO., 74 Varick St., New York 13, N.Y.

Factories New York — Chicago

Also Makers of "SKY-LANE Stationery

We pay the penalty of leadership!

ACE SCOUT . . . $1.00

ACE PILOT . . . $4.00

ACE CLIPPER . . . $4.50

The war has placed the leaders, in many industries, at a disadvantage in their trade relations. Government agencies and those engaged in war work demand the finest, most dependable and efficient equipment available. This is invariably the product made by the industry leader. Ace's leadership in the stapling industry has brought it the lion's share of the war demand for this type of equipment.

Since the company was founded Ace has built but one kind of stapling equipment . . the World's Finest. Admittedly, this recognition of quality accounts for the abnormal demands made on Ace. While this tribute is most flattering it has worked a decided hardship on Ace dealers. Here's why Ace Staplers are so scarce:

(1) Curtailed production due to restricted raw materials.
(2) Greater number of high priority orders.
(3) Heavy Government demands.
(4) Rules and regulations governing distribution of Ace equipment.

Obviously, the needs of the armed forces and those companies furnishing qualifying priority ratings *must* be met before regular dealer orders can be filled. Because dealers are the life-blood of any peace time manufacturing enterprise Ace is deeply concerned over its inability to be of greater service to its many dealers during the war emergency. Temporarily, in the stapling industry, "WE PAY THE PENALTY OF LEADERSHIP".

SOLD THROUGH DEALERS EXCLUSIVELY

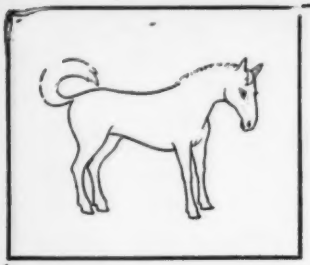
The WORLD'S FINEST

ACE

Stapling Machines for Every Purse and Purpose

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO 13



Promises are easy to make, but — Sales are something else!

Standard sales arguments used in attempting to persuade you to switch brands are bigger profits, easy sales, greater volume. Glittering promises are easy to make. But follow-through — sales — is a horse of a different color!

Your own knowledge and experience leads you to examine superiority *claims* carefully. Your judgment is correctly based on results *in your own territory.*

This insistence on *proof* of performance has made Allied's Rocket Carbon Paper a fast growing dealer favorite. In terms of *new* business, *repeat* business, *and* profits, Rocket Carbon builds sales for today and the future.

Backed by 37 years of skill and experience in the manufacture of quality carbon paper, Rocket is as modern as tomorrow. The *economy* of long wear, the *satisfaction* of perfect copies, are constantly increasing Rocket's popularity with every buyer and user.

A Business Builder For You

You can enjoy the benefits of this same acceptance in your market. Your customers — both old and new — will like the many extras built into Rocket Carbon Paper including Allied's exclusive Non-Curl and Full Tab features. It's a natural for your number one carbon.

Allied's Line Is Your Line

Allied manufactures a complete line of top quality, full profit, carbon paper and ribbons in every price range. Included are the famous Echo, Skipper, Comet, Pacemaker, Scottie and Penciluxe Brands. Each is the leader in its field, featuring exact manufacturing standards.

Write today for full details. Let us tell you about *Allied's personalized service policy* geared to *your* business, designed to help you increase your carbon and ribbon volume.

ALLIED CARBON AND RIBBON MANUFACTURING CORPORATION
165 DUANE STREET NEW YORK 13, N. Y.

ALLIED

Rock-a-File INDEX-CARD
PATENTS APPLIED FOR
FILING CABINET

Single and double for 3 x 5, 4 x 6 and 5 x 8 standard cards. Olive green finish or genuine walnut.

No traffic jam around the files when you use the modern system . . . *Rock-a-File*

PATENTS APPLIED FOR

AT the rate things are going it's only a matter of time till an office not equipped with ROCK-A-FILE will be as out of date as a horse-hair sofa.

The modern business man instantly sees the advantages of ROCK-A-FILE.

It saves up to 50% in floor space.

Files "roll" open at a flick of the finger—instead of pulling open, the old way.

Everything stays in perfect alignment. No traffic jam around the files, when you use ROCK-A-FILE—everything is calm, orderly, unexcited—because the ROCK-A-FILE way is so easy and effortless.

Your stationer or office supplier knows the whole story—let him tell it to you. Sooner or later you're going to equip throughout with ROCK-A-FILE, so you might just as well find out about it *now.*

ROCKWELL-BARNES COMPANY

Specialists to the Stationer Since 1903

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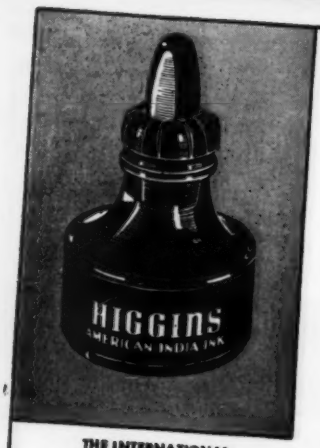
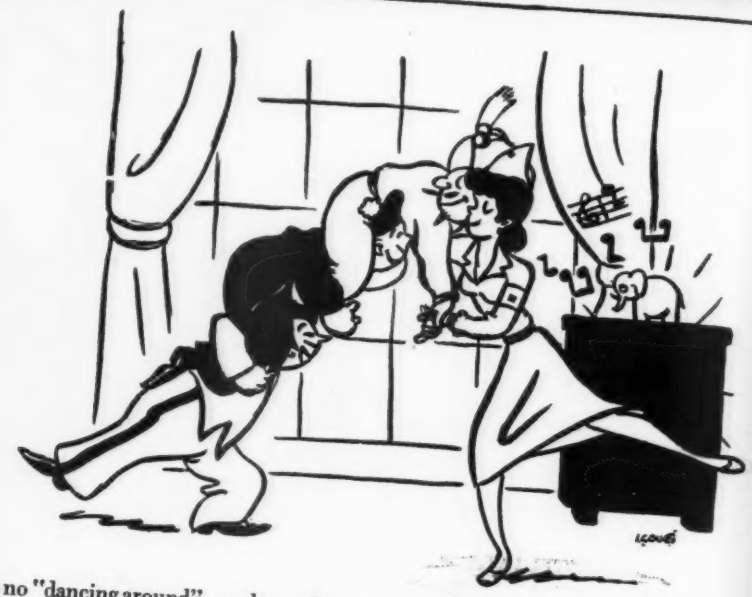


THE INTERNATIONAL STANDARD SINCE 1880



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Such popularity *is* deserved. There's no "dancing around" with Higgins American Drawing Inks. It goes where you want it and stays where you put it. We don't claim that we mix brains into the ink and that drawings make themselves when you use Higgins. Many millions of bottles sold and International popularity is based on *something* and that *something* is in the bottle . . . the bottle with HIGGINS on the label.

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Stamps That Have Made Their Mark

If you want the quality, hardiness and uninterrupted service you are entitled to expect in your marking devices, be sure to ask for these models by name!

SUPERIOR
Type BAND DATERS

Entirely encased in metal for protection; perfect impressions; changeable die plates are only three of the features distinguishing Superior from ordinary daters.

TRIUMPH
Self-Inking BAND DATERS

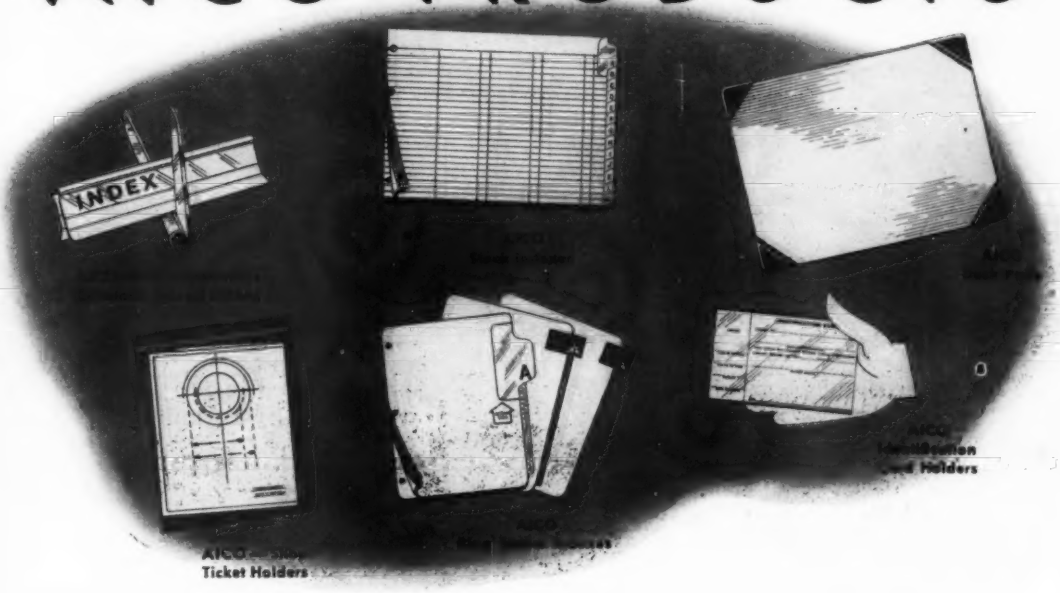
Saves time and energy, combining in one modern unit a rubber stamp, a stamp pad and numberer (or dater). One unit, one action. Ask to see Triumphs in action.

Buy War Bonds

At Your STATIONERS and RUBBER STAMP MANUFACTURERS

Buy War Bonds

AICO PRODUCTS



MADE BY SPECIALISTS

TO DO A BETTER JOB!

The G. J. Aigner Company believes in specialization, and this belief has been justified by the universal acceptance and popularity of AICO products by both dealers and their customers. Cellulose, leather, and paper are our materials, fashioned into office equipment and supplies, the well known and highly regarded AICO line.

AICO CELLULOSE PRODUCTS

AICO Cellulose Indexes are made in a wide variety of styles, each designed to suit the specific needs of each of many filing systems. Stock styles are available and special indexes can be made to order promptly and economically.

AICO Grip was the first Tubular, Insertable, Index Tabbing on the market and still leads in efficiency and popularity.

AICO Shop Ticket Holders are designed for the protection of important documents that must have frequent handling in office or shop and their use in industry is rapidly increasing.

AICO Plastic Label Holders, for file drawers, stock bins, tool cribs, etc., are convenient to attach, provide protection for the label, and are economical.

AICO LEATHER PRODUCTS

AICO Leather Index Tabs are supplied on ledger and index sheets in many different styles and forms to suit practically any style of ledger.

AICO Leather Desk Accessories, add to the efficiency of the modern office, help maintain an orderly desk. AICO Desk Pads, Work Distributors, Correspondence Folders, Phone Book covers are available in executive styles, richly fabricated in genuine leather and simpler styles more suitable for the general office.

AICO Display Binders now restricted by priorities and material shortages, will again be available when restrictions are lifted.

If it's made from cellulose or leather, specify AICO for better quality and workmanship.

AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and
ACCESSORIES
SHOP TICKET HOLDERS

AICO PRODUCTS

G. J. Aigner Company

503 S. JEFFERSON ST., CHICAGO 7, ILL.

WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

Amfile

FILING NEEDS

Everything to make filing foolproof and finding easier. Guides, Folders, Cards, Binders and Tabs in a wide variety of sizes, styles and colors, to take care of any kind of business or profession. Priced right.

PROMPT DELIVERY

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Visit our Exhibit at National Stationers Show—Oct. 2, 3, 4, Palmer House, Chicago.

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No. 3
"TOT"
POCKET "TOT"
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THE COMPLETE
SPEED
Swingline*
FAMILY
is again
at your service**
*The Stapler with the wide-open staple channel.
**Orders with priorities, of course, must still be given precedence.
SPEED
IS THE ORDER OF THE DAY
SPEED PRODUCTS COMPANY
37-18 NORTHERN BOULEVARD • LONG ISLAND CITY

And the Colonel took orders from him!

Somewhere in England, a group of Flying Fortresses takes off to pasture the Jerries in northern France. Old stuff to Fortress crews that have gone before. But for this group, it's the first trip . . . *the* test.

Over the channel, things start to happen in the lead plane of the foremost squadron. Up in the nose, Lt. Johnny Williams, bombardier for the group, excitedly barks requests into the intercom phone. He's a little jumpy. He's talking too fast. Why not? It's *his* first trip, too, and he feels the load he's carrying.

Almost fifty bomb loads will hit the target—or miss—depending largely on how he does his job. For when his bombs go down, the others from all the planes that follow will do likewise. Quite a load for a man of 22.

"Bombardier to pilot. Need more altitude . . . 20,000 . . . hold speed, slow course to 105 . . . level out, level out!"

Back on the intercom comes:

"Slow 'er down, Johnny. Ease up and let me know just exactly what you want."

That's from Lt. Col. George M. Crandall, pilot, an old hand from Africa, cool and cagey as they come.

That's all Johnny needs. He's O.K. now. Sure. He's not alone. He's part of a great team. And he's got the best damn skipper in the U. S. Air Forces. How can he miss?

He doesn't. The bomb run starts. He calls for a level and goes to work on his bombsight. The hard lines come up evenly and the next moment

"Bombs away!"

Back at base, Johnny warms inside when he hears that the group has pin this one "on nose."

And four hours later, the same day, Johnny leads the group in again—for a *double-header*. What a team!

* * * *

Teamwork is important in war production too. And, often, little is said of those who make up our hard-working production teams. That's why we at Victor want publicly to thank the *eighty subcontractors* who, together with our of the Army Air Forces, have made it possible for us to become a prime contractor on the Norden Bombsight for the Army.

Some were great corporations, already loaded with war work, but willing to add this job to the rest. Others were smaller companies, hand-picked for special skills. But all had the spirit that meant teamwork.

We think that you'd like to know the names

Reproductions of two advertisements currently appearing before more than 8,000,000 readers of *Fortune, Time, Newsweek,* and the nation's largest-circulation *newspapers.*

Pin-DOWNS!

Ads like these are pitched at pinning down quality on the Victor name.

And there's a reason for aiming them at a large, selected audience.

To wave the flag? To thump our chests? To make a splash?

Not by a bombsight! Not by all the Norden Bombsights that we're now making for the Army.

That reason concerns you . . . *your* postwar business. For it's one thing to talk of the craftsmanship that is born of precision manufacture. It's quite another to tell that to the right people.

Victor's advertising does *both.* Its magazine circulation is *usable* . . . predominantly among those who can either buy or influence the purchase of the adding machine you will once more be selling.

And that's pinning *down* quality where it counts! . . . . . *Victor Adding Machine Co.*

The daddy of your next adding machine takes a trip—"on business"

Traveling bag and all—it's strictly a business trip as the Norden Bombsight goes aboard to help hurry the day when the Nazis' number will be up.

And, speaking of numbers, we at Victor are still at it—the complete Norden Bombsights that we produce for the Army being essentially *calculating* machines.

These highly complex instruments extract the right answer from a flock of figures representing plane speed, altitude, wind speed, air temperature, trail, and so on. From these figures, the bombsight computes the answer to the problem of exactly where in space a bomb must be released in order to hit the target.

* * *

Among computing mechanisms, the bombsight is the daddy of them all. And we think you'll agree that the accuracy with which this instrument is synonymous can be no better than the precision with which each of its components is produced, and the skill of their assembly.

That's a heritage of which you can take advantage when your business figures are once again the only type of numbers going into our machines.

We'll do everything we can, when that day comes, to make it a case of . . . like father, like son.

VICTOR ADDING MACHINE CO.

Conserve your adding machines by having them inspected and cleaned at regular intervals by your local Victor dealer or factory branch.

STILL WORKING WITH RIGHT ANSWERS

A New Completely Moisture-proof Colored Pencil . . . that Your Stationer is Anxious to Demonstrate . . .

Ask him to let you test its superior PIGMENT-TO-PAPER WRITABILITY – the all-important quality which makes for time saving in today's over-busy offices. Discuss with him its adaptability to your specific classes of work. You can rely on his expert opinion for sound guidance.

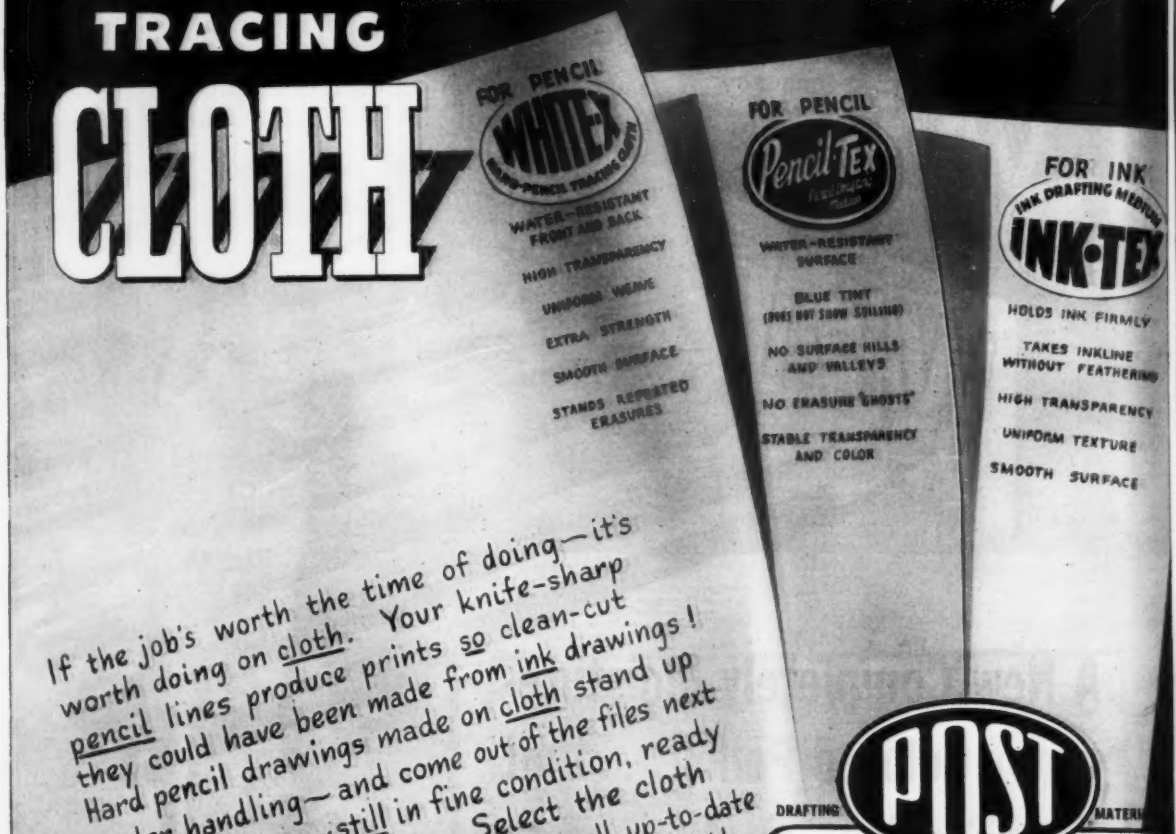
In 24 brilliant colors – available singly or in Easel-boxed assortments

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849

For BETTER more PERMANENT drawings

TRACING CLOTH



If the job's worth the time of doing—it's worth doing on cloth. Your knife-sharp pencil lines produce prints so clean-cut they could have been made from ink drawings! Hard pencil drawings made on cloth stand up under handling—and come out of the files next year, or later—still in fine condition, ready to deliver sharp prints. Select the cloth that suits your purpose and for all up-to-date refinements—be sure it's POST tracing cloth.

Other Post Tracing Mediums include a wide variety of bond papers and pre-aged vellums.

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Chicago	KEY. 7000	New York	WIS. 7-7678
Cincinnati	MAIN 2664	Oklahoma City	3-6306
Cleveland	CHE. 7347	Omaha	ATLANTIC 7890
Columbus	MAIN 3420	Philadelphia	LOM. 7044
Dallas	RIVERSIDE 4403	Pittsburgh	ATL. 3350
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Fort Worth	3-3244	San Francisco	DOU. 5975
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From the spray-tossed shores of rocky Maine to the sun-drenched sands of California, from the majestic pines of Canada to the broad flat lands of Texas there are stationed over 500 Rediform Systems Engineers to service your needs. Located at strategic spots throughout this territory are nine factories and branch offices in every principal city.

This vast network of men, factories and branch offices under the Rediform banner means better service, broader experience and more advanced thinking on product development. All this, plus the many obvious advantages of accelerating your routine office operations make REDIFORM a name you should remember!

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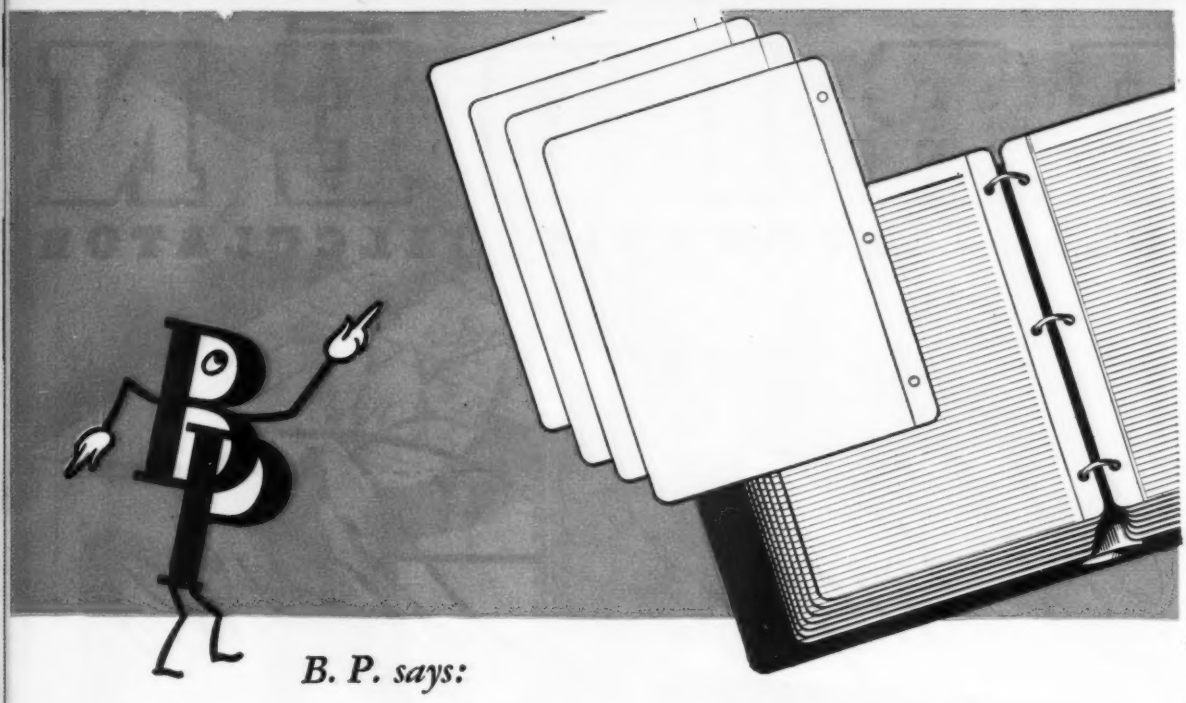

B. P. says:

"You just can't tear a NOTEAR sheet in ordinary usage!"

NOTEAR sheets don't tear at the holes. They outwear ordinary first-quality ring book sheets many times. NOTEAR sheets don't bulk. They are made in *four* varying widths of muslin strips which are staggered throughout the filler permitting many more sheets in every book. NOTEAR is a *complete* line made in *all* standard sizes and rulings, with a choice of colors. It also comes in many other popular forms to fit special needs. For a complete listing of NOTEAR sheets, business forms and indexes, see our general catalog #41, pages 19, 23 and 112.

The *complete* NOTEAR line is exclusive with Boorum & Pease where it was originated 35 years ago. Since then more than 500 million NOTEAR sheets have been sold. This is just one more example of how Boorum & Pease has anticipated the record-keeping requirements of America's business for over 100 years. You can always rely on Boorum & Pease to help you keep a step ahead of the needs of your customers.

IMMEDIATE DELIVERY

FOR EVERY RECORD

B&P Boorum Pease

A WAY TO KEEP IT!

CONSULT CATALOG 41, Pages 19, 22, 23 and 112 for NOTEAR Indexes and Sheets

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NEW YORK CITY SALESROOM: 349 BROADWAY, NEW YORK, 13.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

SEPTEMBER, 1944

Volume 5 No. 9

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WHICH KIND OF EXECUTIVE ARE YOU?

★ HOUSE BEAUTIFUL asks this question in its current issue, in a feature devoted to the subject of office decoration. On the answer to the question, House Beautiful says, hangs the decision as to the type of office you should have.

"If you are an executive at the policy-making level, your office, very definitely, should not be a rubber stamp affair. If you are a policy-executing executive, impersonal restraint would be more in order for you."

Division of executives as policy makers and policy executors is not new in office circles, of course, but it is novel to use such distinction as a guide to office outfitting. Strict adherence to the principle would mean conventionally furnished offices for one group of men in an organization and another set of offices for another group of men where free rein would be given to each occupant's preference for furniture, accessories, color scheme, draperies, and what have you. The strong silent men who traditionally make the big decisions can continue to keep silent and their visitors will still know at a glance that they are the office big shots because they have a gallery of family photographs along the top of the desk, or a great bowl of exotic flowers on a side table, or because they sit in a handsome, specially upholstered chair, or have rare fabrics in draperies at the windows.

As for the other type of executive—those who carry out the decisions arrived at in these surroundings—you can identify them by the impersonal character of their environment!

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NEW YORK

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A Time Saver for Busy Executives

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1. Check the advertisements or news items in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
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YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

Pity the Archivist!

By Margaret M. Weis
Editor, THE FOLDER, monthly publication of the Filing Association of New York

Illustrated by Marita Lonnquist

Record-keeping problems are aggravated by the existing multiplicity of statutory requirements.

Margaret M. Weis

★ YES, pity the man or woman who sets out to formulate a program for the preservation and destruction of business records under the existing multiplicity of statutory requirements!

Once upon a time a business man's records were impaled upon an inverted ice-pick. Every so often he spent a few hours totaling the debits and credits, and he could tell at a glance whether to lay in more stock or sell the old homestead. His transactions were simple and he operated within a small radius of his own doorstep. The intricacies of law, the varying statutory requirements in the forty-eight states, the regulations of state and federal administrative bodies did not affect him to any great extent. Lucky man!

If the variations in our legal requirements cause confusion among members of the legal profession, they play havoc with the archivist of today who is charged with keeping the records of a company doing business on a nation-wide scale. (One large corporation estimated, in 1939, that it had in storage one and one-half million filing inches of inactive records, or the equivalent of 620,600 file drawers.)

How can the archivist tell how long the various kinds of records must be kept? To do a real job he must find out how each record is used—who originates it and why, what information it contains, what it leads to. Is it the only source of information of that nature or are tabulated summaries available elsewhere?

Well, after about ten years of constant study which involves ploughing through tons of papers and asking thousands of questions in the departments where the records are used, the archivist feels that he is in a position to consider the legal aspects of record-keeping.

He wants to know whether a specific record contains information which might be required in judicial proceedings. He would like to know what kinds of actions might be involved. He asks whether the record is required to support a written contract, an oral contract, a contract under seal.

The lawyers are a pretty decent bunch. They

have a tremendous respect for our hero because they know he is the only person since the dawn of modern business who has had the temerity to undertake such a task. So they work with him night and day and finally are able to tell him the circumstances under which he might be required to produce a given piece of paper.

Can he go back now and start housecleaning? No! There is the small matter of varying state laws to consider. Can the legal library furnish him with a table showing the statutory periods within which various types of actions might be brought in each of the forty-eight states?

The librarian is sorry, says she knows of no such table, and suggests that the information is usually obtained by "digging into" the state laws as specific problems arise.

So the friendly lawyers dig into the statutes of each state, and list the respective periods within which the various kinds of actions might be brought.

Now the archivist knows that records A, B, D, X, and Y involve written contracts and that they must be kept in one state for six years, in another eight, in another ten, in another fifteen, and in still another twenty, depending upon which state will be the forum of possible lawsuits involving those records. All he has to do is separate the papers into groups, according to the states in which lawsuits, if any, will be brought, and he can then authorize their destruction in accordance with the statutory periods of limitation in the respective states. He's all set to go ahead—or is he?

Which state will be the forum of a suit involving a given set of papers? Barring special actions which are required to be brought in a particular jurisdiction, it is not impossible for a party to bring his action in any one of the forty-eight states, provided he can effect service of process on his antagonist. Some states, it is true, would require that he be a resident, to accord him the use of the courts, but—alack and alas—people are prone to move from one state to another!

Determined to conquer, our hero casts about for ways of narrowing the number of possible jurisdictions to be considered. He learns that where the cause of action is between citizens of different states the action may be removed from the state court to a federal court, provided the amount involved is sufficient. This development cheers him momentarily, for surely he can trust in the unifying effects of federal law and federal procedure! As it turns out this is but a dream. He finds that the federal statutes do not prescribe a period of limitation-of-actions to be applied uniformly in all federal courts. On the contrary a federal court invokes the period effective in the courts of the state in which it is sitting; and this, in most instances, is the same state in which the action originally was brought.

Back to where he began, our friend is nevertheless vaguely hopeful that this bête noire of legal complexities may actually resolve itself into a simple pattern when applied to a specific problem, so he sits and ponders a few hypothetical cases. (Notice that he has abandoned the simple, direct approach which characterized his earlier years, and that his tortured mind wanders along devious and circuitous by-paths.)

Case 1: A New York corporation telephones the Newark, N. J. branch office of a transportation company incorporated in West Virginia, advising them to pick up goods at locations in Newark, N. J., and in New York City, and to ship the same by rail from New York to Florida. Should the records of this transaction be preserved in accordance with the period of limitation in New York, New Jersey, West Virginia, Florida, or the states through which the shipment passed en route?

Case 2: Where a New York corporation having field offices in other states employs resident labor in Colorado and Nebraska, and sends the men to work on a job in Wyoming, should the records relating to such employees be preserved for the period of limitation in New York, Colorado, Nebraska, or Wyoming?

(*Continued on page* 54)

What's the state of your files from the lawyer's point of view?

Official U. S. Army Signal Corps Photos

Captain Albert Neuman, officer in charge of the Machine Records Unit at the New Orleans Port of Embarkation, checks a report with his enlisted assistants—left to right, Tech. Sgt. Hugh D. Crook, chief administrative clerk; Tech. Sgt. Richard A. Jankowski, chief of the processing section; Staff Sgt. John R. Fahey, chief of the strength section.

Machines Speed Army's Paper-Work

★ "REQUEST survey of enlisted personnel available for immediate overseas shipment as railway engineers."

This terse communication—not worded precisely as written for military reasons—conforms to those that reach the desk of Lt. Col. David G. Howell, Director of Personnel at the New Orleans Port of Embarkation. Promptly, the request is turned over to the NOPE Machine Records Unit for action—immediate action. Within an hour, a complete list of all such personnel within Port Headquarters and its six installations is on its way over the wires to Washington.

Sure enough, within a few days there comes a shipment order on this select group of soldiers. Things happen fast in this man's Army. Wherever a need developes for personnel, it is promptly filled. Again machine records deliver the required information promptly.

It is the responsibility of each Port of Embarkation to see that soldiers get overseas. The Machine Records Unit shares the responsibility in that it must keep the paper work, so far as records are concerned, straight. Locator cards—the record cards of a Machine Records Unit—must be withdrawn from the files of the unit the men came from.

These cards, bearing the complete military history of each individual in the Army, even to civilian qualifications, are almost 4 inches wide and 7½ inches long—the size of a small desk blotter—and have so many code perforations they resemble the handiwork of a restless child, given a bus conductors' punch with which to while away a rainy afternoon.

The secret of the whole efficient Army records system is code. There is a code for everything in the service history of a soldier, from enlistment to honorable discharge—or death. Code is the only solution to the mass of paper-work which is required to successfully wage a war. Through the use of Machine Records, modern statistical miracles are accomplished.

Take the New Orleans Port of Embarkation as an example. Working 24 hours a day, in three shifts, the Port Machine Records Unit, at New Orleans, under Captain Albert Neuman, of New York, literally never closes. Capt. Neuman has a staff of officers, enlisted men, and civilians. A graduate of the Adjutant General's Officers' Can-

didate School, he takes justifiable pride in the speed with which his section produces the desired information.

Assisting Capt. Neuman is First Lieutenant Karl Beckemeyer, of Beckemeyer, Ill., also a graduate of the same Officers' Candidate School and an Army veteran of fourteen years' service. It is his specific function to see that the unit carries out the orders assigned to it.

When Lt. Col. Howell calls on Machine Records for information regarding personnel, millions of cogs in the complicated machinery are set in motion to provide the desired information. With amazing accuracy, the sensitive, almost human, "fingers" of the various instruments select the cards desired, sort them, arrange them alphabetically, interpret the codes, count the cards, and even print rosters which also indicate strength.

In World War I it would have been impossible to fill the many varied requests for information now handled with such dexterity by a Machine Records Unit. Such would have required many days of dreary, monotonous work in the Records Section at an installation the size of this port. Today, however, such information is available within several hours.

Requests are received for routine reports, such as rosters of assigned officers, showing their date in grade and used by the promotion board to determine whether an officer has served long enough in grade to be eligible for promotion; Transportation Corps Replacement Pool reports, indicating how long an officer has been awaiting reassignment, and other statistical surveys to determine operating efficiency. As Col. Howell explains, MRU is a tool for the efficient use of personnel.

But, getting back to the specialists earmarked for overseas duty for a moment, here's what happens when they're assigned to a staging area so as to accumulate their necessary equipment, clothing and supplies prior to departure:

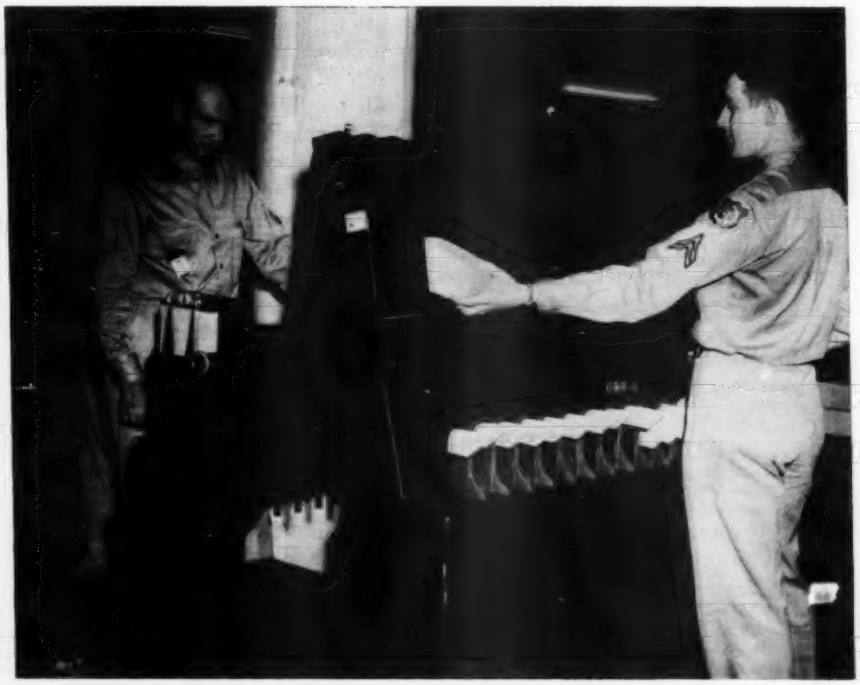
Machine Records springs into high gear. It is responsible for the preparation of the proper records, and not until the gangplank is hauled aboard the ocean-bound transport does this responsibility cease.

At least five cards are compiled for each man. The cards must contain sufficient information to appraise Combat Theater authorities to which the men have been assigned of their shipment number; strength of the shipment; names; grades; arm or service, whether Army Service Forces, Air Forces, or Ground Forces troops; specification serial number, and the name of the vessel and destination in code numerals.

Washington must be notified that they're left. The Army Post Office must also be told of their ultimate destination so mail may follow them without a hitch. And a file must be retained in

(*Continued on page* 48)

Enlisted personnel of the Machine Records Unit at the New Orleans Port of Embarkation feed classification cards through sorting machines. Facing the camera is Technician Fourth Grade LeRoy O. MacMonogle. In the foreground is Corporal Raymond Mask.



Salary Adjustments for the White Collar Worker

By Joseph M. Herrmann
Superintendent of Personnel,
The Peoples Gas Light & Coke Co., Chicago

Photo courtesy of Tennessee Eastman Corp. and Cardineer

What is each of your office employees taking home as compared with January, 1941?

Joseph M. Herrmann

★ A GREAT DEAL of newspaper space, magazine pages, the time of many crusaders both inside and outside of unions—not to mention the hallowed Congressional Record—is being devoted to what is termed the "plight" of the white-collar worker.

That his once favored position in our industrial structure has now deteriorated to the point where it can be currently described as a "plight" is testimony to the widespread belief that salaries are "frozen" that salaries can no longer be raised.

I don't believe that there is much question but what there is real justification for the contention that the white-collar worker has suffered a serious wound not only in his status, and in his pride, but more importantly in his pocket book. There are a number of causes for this, and it may be well to review the things which have brought this condition about:

1. The generally disorganized and inarticulate position in which this group finds itself for the moment. It is well to limit this condition to the current situation, because if the same set of conditions continue to exist in the near future, as have persisted in the past, there will probably be a rapidly accelerated organization of white collar people in the very near future.

2. The sweeping away of differentials which formerly existed between white collar employment and hourly-rated employment by the Fair Labor Standards Act and subsequent laws and regulations.

3. The unwillingness of many employers to go to the same lengths for an unorganized group as they have, either graciously or ungraciously, for the organized groups.

4. The deliberate use in isolated cases of the stabilization laws to excuse failures to increase wages and salaries.

5. The lack of knowledge on the part of certain organizations of salary stabilization regulations, whereunder all possibilities for salary adjustments were not exhausted or, in some cases, were not even recognized.

The most constructive thing that can be done at the moment in the direction of correcting this situation is to review your entire payroll—to see what each individual salaried employee is taking home today as compared with his take-home in January 1941. This review should include all salary increases: merit, across-the-board, length of service, promotional, average overtime earnings, bonuses, and so forth. This type of review is particularly advisable, because it is important to know whether take-home pay has kept pace

* An address delivered at the recent Annual Conference of the National Office Management Association.

with the increase in cost of living. Regardless of some contentions to the effect that the cost of living has risen by some 40 to 50 percent during the last three years, there is substantial evidence that the true rise has been approximately 23 percent. Thus, salaried take-home pay today should show approximately this same percentage of increase over January, 1941.

You will note that this analysis is not strictly in accordance with the "Little Steel" yard-stick. While there is no harm in adhering strictly to the limitations set up by the "Little Steel" formula; because of the fact that overtime pay is not a serious factor insofar as the majority of clerical workers is concerned, and because take-home pay is a more realistic approach to our problem; it is my belief that the use of the "Little Steel" formula does not always render a consistent conclusion.

For instance, let's see how the application of the formula may tend to distort the picture.

In one plant where the formula indicated that base rates had not been stepped up the full 15 percent, the employees had already received an increase of 30 percent in take-home pay by the simple process of extending hours from 40 to 48. This increase in dollars-in-pocket did not represent the full percentage of increase, since there had been increases in base rates during the period of some 12 percent—which meant, in reality, that take-home pay had been stepped up almost 50 percent since January, 1941. It is hard to shed too many tears over the "plight" of workers in that situation. Most of us—and most white-collar workers—would be more than willing to settle for a 50 percent increase over 1941, without being too critical of the means of achieving that Utopian estate.

Overtime

Of course, most of the increase in take-home pay of these hourly workers in plants is represented by overtime under the Fair Labor Standards Act. But this little quirk in the formula perhaps explains why these workers can, on the one hand, be buying used cars at fabulous prices, be buying shirts by the dozen, be buying suits by two's and three's—while on the other hand, their organized representatives are tearing our heartstrings with the sad, sad story of how these poor fellows stand under the "Little Steel" formula.

As I indicated before, this nice, fat cushion of overtime pay does not unfortunately apply to very many of our clerical organizations. Therefore, the matter of extending working hours in clerical organizations is the first means at our command to increase the white collar worker's take-home pay. Manpower authorities have urged this means of stretching the available take-home pay. It has the unquestionable advantage that, when it later becomes necessary to reduce hours of work, salary expense will shrink in the same proportion as it is now accelerated.

Let us first assume that you have made the payroll analysis previously recommended and find that take-home pay has not kept pace with the cost of living increase. What do we do from that point on?

As you know, most white collar workers are divided as far as salary stabilization jurisdiction is concerned between the War Labor Board and the Salary Stabilization Unit of the Bureau of Internal Revenue. Basically, the latter agency covers all exempt employees (that is, those classified as exempt under the Fair Labor Standards Act) and not represented by a union or those employees earning in excess of $5,000 a year. The War Labor Board covers everyone else.

Both of those organizations have issued orders whereunder employers may now establish or affirm certain wage and salary practices which will permit an employer to grant merit and length of service increases, promotions, and so forth without the necessity for submitting each individual case for prior approval of either agency.

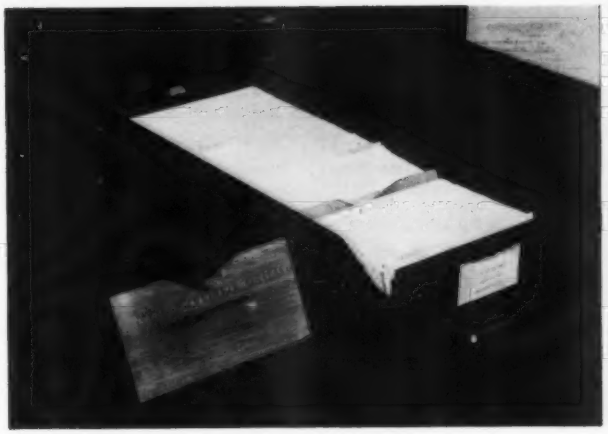
For the employees subject to the jurisdiction of the War Labor Board, General Order 31 as amended sets up the rules under which these policies and practices may be framed. This order provides for employers of not less than 8 and no more than 30 to make individual wage increases based on merit without War Labor Board approval, provided:

1. The total to any employee does not exceed 10 cents per straight time hour in any year. (A year in this order July 1, 1943 to June 30, 1944), and
2. Total increases to all employees in the establishment do not exceed average of 5 cents per straight time hour in any year, and
3. No employee may be increased beyond highest rate between July 1, 1942 and June 30, 1943 for jobs of similar skill, duties and responsibilities.
4. Increases are not to be a basis for application to N.W.L.B. for other increases to eliminate inter-plant inequities.
5. Increases are not to result in appreciable increase in level of production costs and not to furnish basis to increase prices or resist justifiable price reductions.
6. Increases are not to be made contrary to any collective bargaining agreement covering any or all employees.

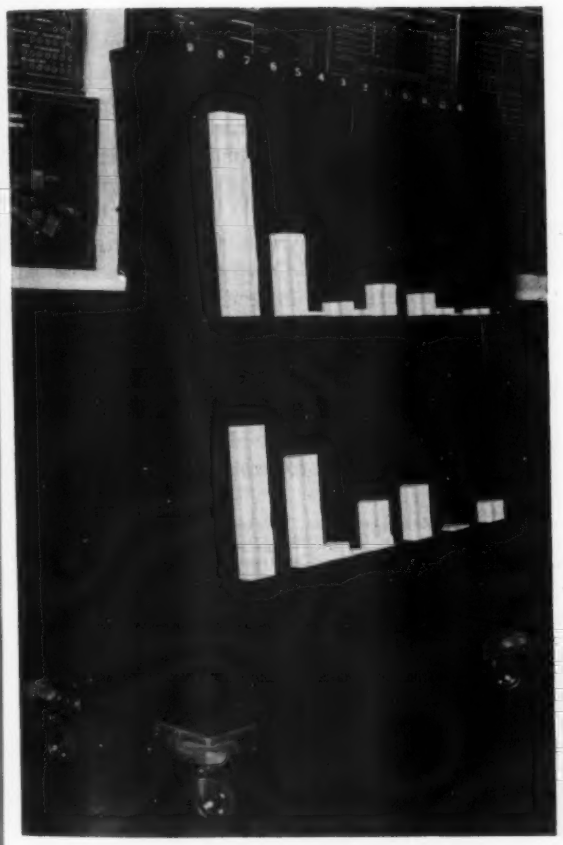
For employers of 31 or more, an employer must have a schedule which includes established wage rates and job classifications or a policy or plan

(*Turn to page* 42)

Time-saving ideas developed by Consolidated Edison



This card wedge, an idea submitted by J. Pavlecka, of the Machine Tabulating Bureau of Consolidated Edison Co. of New York, was featured, like the other office devices shown herewith, at the Time-Saving Contest held in conjunction with the National Office Management Association's 1944 Conference. The wedge is used as a marker when a handful of tabulating cards is taken out of a file tray. The wedge is so constructed that it shows above the upper edge of the remaining cards in the file tray. It is cut in a curve at the top to facilitate removing and returning of additional cards.



Mrs. C. Holt, of Consolidated Edison's Machine Tabulating Bureau, submitted the idea for this mobile tabulating card storage rack. The racks had been purchased for permanent installations and the suggestion was the placing of them on steel frames equipped with roller casters and rubber bumpers in order to facilitate moving tabulating cards, for large jobs, between various units of tabulating equipment.

This young lady is estimating the number of cards in a given group by placing against the cards an ordinary ruler on which the results have been marked of a true count of the particular type of cards used. This idea was submitted by W. E. Adams, of Consolidated Edison's Inventory Engineering Department.

(*Continued from page* 40)

of movement within established wage bands.

In conforming with this regulation:

1. You must establish, for each job classification, minimum and maximum wage rate ranges. Merit increases must be kept within these ranges.

2. Single rates for a job classification preclude merit increases without NWLB approval.

3. Job classifications must not be mere descriptive titles—but adequate descriptions to identify the job.

4. Promotions. Where you have established and approved job classifications, you may make justified promotions from one classification to another without prior approval.

5. Promoted or reclassified employees may receive a 15 percent increase or the minimum rate for the new job, whichever is greater.

If you have no plan of movement within these established wage bands, you may submit one of your choice to the War Labor Board for approval or you may use the so called "5 & 10" Plan, whereunder:

1. Merit increases may be made only within the rate range of job classification.

2. Total to any employee may not exceed 10 cents per straight time hour or more than two-thirds of difference between minimum and maximum of classification, whichever is greater —and—

3. Total of such increases in any year (July 1, 1943 to June 30, 1944) shall not exceed 5 cents per straight time hour for all employees.

Under General Order 31, no employer of 8 to 30 employees is precluded from applying to the War Labor Board for approval of a schedule for making individual wage and salary adjustments similar to that provided for employers of 31 or more employees. It is important to know too, that under this same General Order no approval is necessary if:

1. Bona fide wage rate ranges and job classifications were in existence prior to October 3, 1942. (Oct. 27, 1942 for salary rates subject to NWLB.)

2. Any changes since October 3, 1942 have been approved by NWLB. If you are not in conformity with above, file for approval.

3. A plan of movement within rate bands is embodied in a collective bargaining agreement which was in effect on June 30, 1943.

4. Such a plan is established by formal written memoranda of employer which was in existence on June 30, 1943.

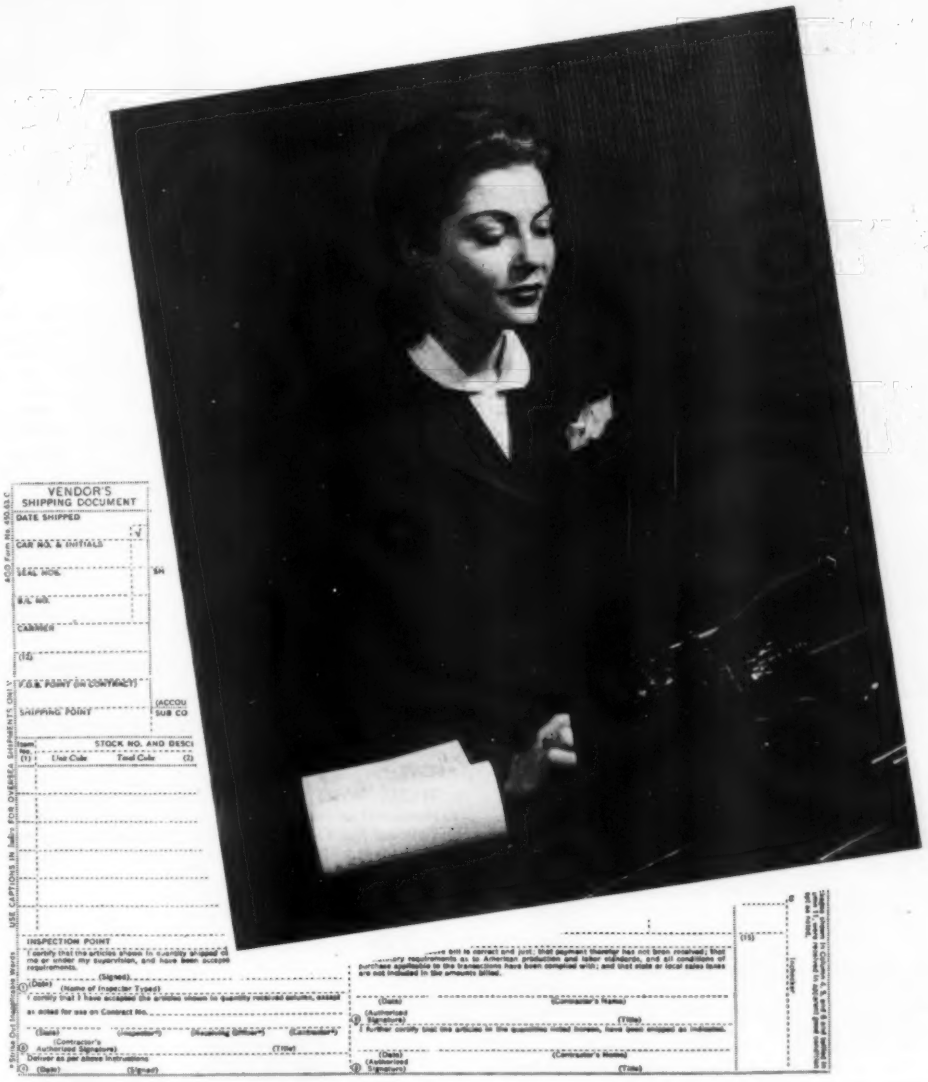
5. A plan has since been approved by NWLB.

NOTE: A mere demonstration of a plan by payroll records is no longer sufficient.

This has been a "once-over lightly" treatment of General Order 31. If you have followed the points carefully, you will recognize immediately that the door to wage and salary increases is not merely slightly ajar, it is wide open!

(*Turn to page* 50)

Automatic sequence controlled calculator, "the world's greatest calculating machine," presented by International Business Machines Corp. to Harvard for Navy use for the duration. Fifty feet long, electrically operated, this machine will solve automatically and rapidly almost any known problem of calculation in higher mathematics. The co-inventors were IBM engineers Clair D. Lake, Frank E. Hamilton, Benjamin M. Durfee, and James W. Bryce, and Commander Howard H. Aiken, U.S.N.R., on leave as Associate Professor of Applied Mathematics in Harvard Graduate School of Engineering.



Automatic reproduction through office duplicating equipment of verified data on master makes possible War Department's efficient Vendor's Shipping Document procedure.

New Victory for Office Duplicating

By F. W. Swadener

★ MANY of the paper-work problems which plague traffic managers, purchasing agents, controllers, and production executives are being solved these days through the intensified use of office duplicating equipment.

An interesting example of the versatility of duplicating equipment for billing and shipping routines—a new victory for modern office duplication in the constant drive for greater speed and accuracy in paper-work—is to be found in the production of the War Department's Vendor's Shipping Document, use of which has proved so successful in the Ordnance Department that beginning September 1st it will be put in force also in all Quartermaster depots and Quartermaster sections of ASF depots.

This development is highly important to all vendors who have war contracts. It also will interest everyone who wishes to eliminate rewritings in shipping and billing procedures, because of the potentialities of office duplication in this field.

The Vendor's Shipping Document comprises all shipping, receiving and invoicing papers required by the War Department. It is designed to

(*Turn to page* 46)

ABOVE:

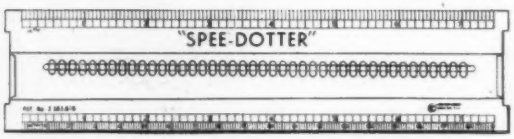
FAMOUS MODEL A FLEX-SITE visible book has staged a welcome return. With the authorized release of sufficient materials, Visible Records Equipment Co., now a division of Diebold, Inc., has resumed production of it. Among its features are duPont 6,000 quality armor finished, non-scuff fabrikoid binding with reinforced stainless steel rims; patented cradle-type formed steel back; built-in effortless shift mechanism, and embossed index pages that provide flat writing surface. Complete information will be provided by Diebold, Inc., Canton 2, Ohio.

BELOW:

ELECTRICALLY LIGHTED WALL SWITCH PLATE that operates for less than two cents per year and adds to the utility and convenience of ordinary light switches, has been introduced by the Associated Products Co., Columbus, Ohio. Known as the Lumi-Nite Wall Switch Plate, it features a tiny shielded light that comes on automatically when room lights are turned out and remains off whenever room lights are burning. It makes the switch easy to locate in the dark, also serves as a safety or pilot light at night and helps keep walls free of smudges and finger prints from hands groping for light controls. The plate will retail for $1.

ABOVE:

"TOOLS OF BUSINESS" is the new catalog featuring stock labels, produced by Ever Ready Label Corp. in commemoration of its thirty years of label manufacturing. Printed in color, the 32-page book presents hundreds of label ideas in stock for spot delivery, and offers a valuable every-day reference source. More than 200,000 copies of "Tools of Business" have been printed, and requests for it will receive prompt attention by Ever Ready Label Corp., 141 E. 25th St., New York 10.



ABOVE:

THOSE WHO ARE TIRED of plain unbroken lines for either professional or esthetic reasons can enjoy this Spee-Dotter which the thoughtful C-Thru Ruler Co. has invented for making superior dotted lines. It makes parallel lines too. The company is at 390 Capitol Ave., Hartford, Conn.

ABOVE:

THE CARTER'S INK CO. of Boston says that their new Superior Paper Cement is nearer to rubber cement than anything they have seen—and they've been looking around for a time now. This cement makes a strong waterproof bond, spreads easily, will not wrinkle or cockle the paper and is removable. It rubs off around the mount while wet and cleans easily from any fingers that happen to get an extra supply. One pint with a screw cap lists at $10.50 per dozen, and the 4-ounce desk jar with screw cap and brush attached is $3.75 per dozen.

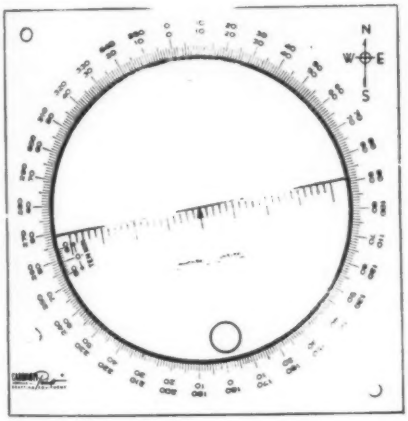
NEW FOR THE OFFICE

RIGHT:

DURABLE, STEEL-LIKE storage cabinet is made of wood and needs no priority. It is of strong, durable construction and has four adjustable shelves, a lock and two keys. Its overall size is 34 inches wide x 72 inches high x 18 inches deep. It comes in olive green finish. Shipped knocked down, one to a carton. Manufactured by New England Woodworking Co., 512 East 137th St., New York.

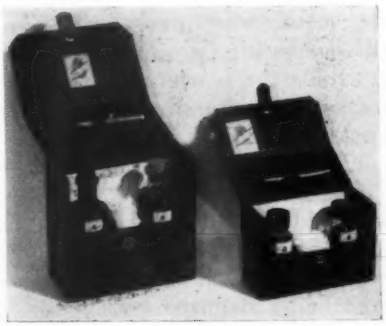
BELOW:

ENGINEERS' DREAM COME TRUE is the new Plotractor, made by the Cardinell Corp., Montclair, N. J. The Plotractor is so constructed that from a given point, any angle up to 360 degrees can be secured. It is made of heavy technical grade plastic, with deeply cut calibrations, and has a full turning rotor. The Vernier is calibrated as on the surveyors' transit, thereby eliminating an accumulation of angular errors. The Plotractor is listed at $3.50.



BELOW:

NO CASUAL VISITOR can run up telephone bills for those whose telephones are equipped with the Loc-Ur-Fone device, manufactured by the Dubl-Worth Products, Inc., 250 West 57th St., New York 19. It permits incoming calls and can be used in home, office, or factory. Loc-Ur-Fone is made of plastic, is unbreakable, and is designed with a series of eight different keys. Loc-Ur-Fone retails for 50 cents.



ABOVE:

NEW CHEMICAL PROCESS to detect fraudulent alterations and changes on checks, bonds, deeds and other documents is available in the Graph-Detector, product of Faurot, Inc., 240 Madison Ave., New York 16. The method is quick and simple and does not deface the examined paper. Solution A brings out fraudulent alterations as well as invisible writing and Solution B restores the paper to its original state without showing any evidence of having been investigated. The laboratory size is priced at $30 and the portable size at $17.50.

BELOW:

ESSENTIAL TOOLS that every stencil machine operator needs are included in this kit made by the Technygraph, Techny, Ill. The kit contains twelve items whose value is $9.05, but the kit complete is priced at $6.75.

The office duplicating machine of the Seventies—the letter copying press

New Victory for Office Duplicating

(*From page* 43)

eliminate the need for re-writing of receiving reports at receiving points, which in the past has caused delays of material pending preparation of necessary paper work. And, as the receiving report supports the vendor's invoice and both documents must be in agreement before payment is made, a tremendous amount of clerical time was required to match papers and eliminate discrepancies, thus delaying payment of vendors' invoices.

All at one time

The Vendor's Shipping Document combines the production of vendor's billing and shipping papers with the receiving papers—thus saving time and money for both the vendor and the War Department. By designing the Vendor's Shipping Document form to cover the needs of the vendor plus the needs of the War Department for all shipping, receiving, and invoicing papers—and by using duplicating equipment in order to be able to produce the total number of copies needed from one writing, the flow of paper work is speeded up and practically all of the causes for delays are eliminated.

Tally-in requirements are covered, so re-writing of receiving reports is eliminated. Material is cleared more quickly and the possibility of error is reduced to a minimum. In the fiscal branch, unnecessary waste of clerical time in matching papers is eliminated and delays in payment of vendors' invoices because of discrepancies between invoice and shipping papers are sharply reduced.

The vendor's gains are equally important because the papers he needs for internal requirements are produced at the same time the War Department copies are produced. No additional writings are necessary, labor costs are reduced sharply, delays are avoided, and the possibility of error is reduced to a minimum by elimination of re-writings.

The War Department does not furnish printed forms for duplicated copies of Vendor's Shipping Documents. Instead, the Adjutant General stocks and furnishes to the Ordnance department and the Quartermaster department the necessary masters for stencil, spirit, offset, or carbon reproduction. The Ordnance and Quartermaster departments in turn will furnish the masters upon request to vendors who hold contracts.

The master which is used with stencil duplicating equipment is a stencil die-impressed with the standard form by the stencil sheet manufacturer. The required data is typed in, and the copy, consisting of form plus typed data, is produced in one operation on stencil duplicating equipment.

One master serves

The form is so designed that all copies needed may be obtained from one master, whatever the type of master used. This method of handling shipping papers is low in cost because it completely eliminates the need for more than one typing of any set of papers. It also eliminates the need for checking and proof-reading each typing and avoids the waste and loss which frequently are caused by errors in retyping, and can also be caused by illegibility from weak or faded information on shipping papers.

There are two kinds of Vendor's Shipping Documents. The Property Copy, WD AGO 450-62-C, which must be duplicated on white paper, is used for domestic shipments. Seventeen copies are normally required.

The Oversea Copy, WD AGO 450-62-D, is duplicated on pink paper and used for oversea shipments. Thirty-three copies of this form are normally required.

The continuation form, WD AGO 450-62-E, is the same for both the Property Copy and the Oversea Copy. Masters are available for all three forms.

ONLY *Skrip* CONTAINERS HAVE THESE FEATURES FOR EFFICIENT BUSINESS OFFICES!

SPLATTER-PROOF POUR OUT

SKRIP stock room size containers have this exclusive "Air-Way" Splatter-Proof Pour-Out enabling anyone to pour SKRIP into smaller containers without spilling a drop! No gurgle—no splatter!

LARGE BUILT-IN TOP WELL

Puts SKRIP at the TOP of the bottle—where you can see what you're doing. No bathing of pen barrel in a bottom-well bottle at pen refueling time. Keeps fingers clean.

and Skrip features!

Quick-Drying Permanent SKRIP is the finest writing fluid ever made for business use! Saves on pen costs because it contains no harsh acid that ruins pens by eating up rubber, metal and plastic parts. Safeguards office records by being fade-resistant to light, air, heat —even boiling hot water! And—SKRIP dries so fast no blotter is necessary!

SHEAFFER'S SKRIP Successor to Ink

SHEAFFER'S *Skrip*

W. A. SHEAFFER PEN COMPANY, FORT MADISON, IOWA

THE HOME OF QUALITY PARK ENVELOPES

★ ★ ★

FACTS AND FANCIES

By McGillicudy

Reports from the Quartermaster General point to remarkable progress in packaging research since the start of the war. Compared to 1941-1942, improved packaging has (1) reduced Army food losses by 90%; (2) saved 15% in shipping space; and (3) overcome the hazards of insects, mold, and weather.

Selecting the right envelope for the job is another packaging problem that is important from the standpoints of economy and efficiency. As a dealer, you know envelopes — sizes, quality, purpose, and adaptability. Are you letting your customers know you know?

Once in a while some envelope problem comes along that's a puzzler. When a customer has you backed up against a gummed flap with a $64.00 envelope question — just tell him you'll check up on it and get the correct information. Then drop a line to Quality Park and let us worry about finding the answer for you. (Aw, shucks, 'taint nothin' — just part of Quality Park's Quality Service.)

Well, if you insist on doing us a favor, too—just remember and constantly recommend such names as Champion Clasp, Leatheroid, Blue Line Air Mail, Air Way Express, Two Compartment, Bankers Flap. (For the uninitiated who may be just thumbing through here, those are the names of a few of the many special purpose Quality Park Envelopes.)

It has been said that the secret of success is one's ability to make the best of things. Maybe that's why Quality Park can point with pride to a 25-year record for steady progress. We've been making the best of things — meaning envelopes, of course!

Sold through dealers only!

★ *Buy War Bonds*

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul 4, Minnesota

Chicago Office and Warehouse
564 W. Monroe Street
Chicago 6, Illinois

MACHINES SPEED PAPER WORK

(*From page* 38)

port, in case anything happens to them enroute.

Thus, when military personnel arrives at the Port or any of its installations, whether for embarkation or to remain on duty, the information is picked up by Machine Records on the Morning Report next day. The Morning Report carries a complete day-to-day record of each individual's military activities.

In the case of all new arrivals, a small yellow card, containing perforations which indicate name, serial number, arm or service, and other pertinent data, is made up through the code-punching process on the key-punch machine with information supplied by the Morning Report. Other facts may be added when accumulated.

If the newly-arrived individual or unit is destined for service overseas, five sets of cards are made up. One goes aboard the ship, accompanying the individual or unit to the destination, according to passenger lists compiled by the Troop Movement Section of the embarkation port command. Another is sent to the two main locator sections of the Army postal service at the San Francisco and New York ports of Embarkation.

A third is forwarded to the Overseas Branch of the Adjutant General's Department, in Washington, which maintains a huge file of soldiers serving overseas. Another card goes to the Postmaster controlling the Army Post Office designation prior to the departure, and the fifth card is retained in the Machine Records file at the Port of Embarkation until notification is received of the safe arrival of the transport.

Should a ship be sunk, copies are made of the cards in the Port of Embarkation file and sent to the Casualty Branch of the Adjutant General's Department in Washington.

After the key-punching process, cards are run through an interpreter, which reads the holes made by the key-punch machine, and prints the essential information in appropriate spaces on each card. This particular operation is performed at the rate of 60 cards a minute. These cards are kept in a separate file. Other files contain extracts of officers' qualification cards, status cards, organization master cards, locator cards, and so forth.

It is from these files that statistics and reports are prepared. Such reports are helpful to higher echelons as well as to the commands within which they are kept. In World War I, it took at least 60 days to get together a complete composite strength report of the Army. Today, monthly strength summary cards from all over the world reach Washington no later than 15 days after the end of each month. A cross-section of any percentage of Army personnel can be obtained in a matter of hours when heretofore such a task would have taken months.

A personnel roster of any given Transportation Corps component within the Port Command, to determine occupational specialties of its individual members in training, can be tabulated within four or five minutes, depending upon the size of the unit.

Eaton of Old Town Ribbon Wins Air Medal

Staff Sgt. Jerome A. Eaton, treasurer of the Old Town Ribbon & Carbon Co., 750 Pacific St., Brooklyn, N. Y., won the Air Medal last month. The presentation was made at an Eighth Air Force Bomber Command station somewhere in

JEROME A. EATON

England. The award was given for "exceptionally meritorious achievement, while participating in heavy bombardment missions over enemy occupied Continental Europe," and for his "courage, coolness and skill displayed upon these occasions."

Sergeant Eaton, who is 24 years old, is a tail-gunner on a Liberator. He received his wings at Tyndall Field, Tex.

I'VE GOT THE ANSWER TO "FIND-I-TIS*"

. . . it's GLOBE-WERNICKE "SAFEGUARD" SYSTEM AND WOOD FILES

Executives the country over find a quick, sure, money-saving answer to finding problems when they install a Globe-Wernicke Safeguard system. This nationally famous filing plan provides a complete set of guides and folders arranged according to a clear, easy, common-sense method. Safeguard makes filing and finding accurate, speedy, sure—and it costs far less in the long run than ordinary hit-or-miss arrangement of guides and folders!

For the utmost efficiency, combine Safeguard Filing with good looking, smooth operating Globe-Wernicke Wood Files that are precision-built for a lifetime of service. Ask your G/W dealer to demonstrate them today—or write The Globe-Wernicke Co., "Headquarters for Modern Office Engineering," Cincinnati, Ohio.

BUY WAR BONDS AND *KEEP* 'EM!

**Pronounced Find-I-fis, and means inability to find what you file.*

Globe-Wernicke Service

Globe-Wernicke

FILING EQUIPMENT AND SYSTEMS

Visible Record Systems
Office Furniture
Bookcases
Stationers' Supplies

"... and What Do I Get?

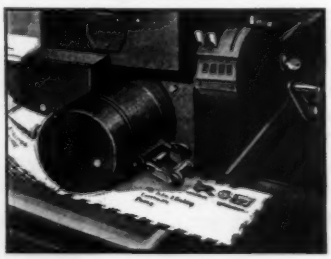
Squawks that split your eardrums! In the morning I open a million letters by hand and the boys are mad if they don't get their mail in nothing flat. They must think I've got a hundred hands."

"In the Afternoon ...

I do the same thing all over again besides taking care of the outgoing mail. And is that a honey of a job in this outfit! It all comes through in the last half hour and there isn't an automatic machine in the joint! Sealing, weighing, stamping — everything done by hand. I'm disgusted."

No Wonder Johnny Gripes!

His is a big job that calls for experience, competent supervision and modern mail-handling systems and machines. Plan a modern, postwar CC-equipped mailroom now—our specialists will gladly help you. It's the accepted way to insure speedy, accurate, protected handling of your mail.



Metered Mail Systems ... Parcel and Parcel Post Scales ... Letter Openers ... Envelope Sealers ... Multipost Stamp Affixers ... Mailroom Equipment. *(Many units available.)*

COMMERCIAL CONTROLS CORPORATION

Buy Extra War Bonds

ROCHESTER 2, N. Y.

BRANCHES AND AGENCIES IN PRINCIPAL CITIES

SALARY ADJUSTMENTS

(*From page* 42)

The same general conclusion might be reached from a review of Salary Stabilization regulations for those of your employees who are not subject to the jurisdiction of the War Labor Board. The recently released Mimeo 53 from the Salary Stabilization Unit establishes a formula for setting up new or revised plans for making merit or length of service increases in much the same general manner as General Order 31 applies to your other employees.

Under neither jurisdiction are you ever prohibited from making an application involving an individual increase or reasonable increases applying to a number of employees. You always have this as a possibility and until all of these avenues of approach have been exhausted, we cannot reasonably conclude that we have done our utmost for the white collar worker.

In making such individual presentations, we should bear in mind that today's conditions call for combinations of duties and responsibilities in most of our offices. This is particularly true of the supervisory and management groups where in stretching available manpower and in utilizing marginal and sub-marginal help, the job is now more complicated. The same result has been brought about by the "telescoping" of departmental functions and expansion of functions in most of our offices.

The job today, therefore, is entirely different from what it was a year or two ago. As such, it is entitled to re-evaluation and this is the best basis upon which to present it to the salary stabilization unit for increase.

There are many other reasons, such as: individual merit, correction of inequities, off-setting of increased cost of living, restoration of existing pay differentials, and others. In almost every case, there is an established formula within which such presentations have a chance of success, such as, the S.S.U. rule on cost of living which limits such adjustments to 15 percent for salaries up to $2,400; 10 percent to $4,000; and 5 percent up to $7,500.

The important point to consider in this whole picture, is that we have wide latitude under the regulations. They exist to be used and not as skirts behind which to hide.

This situation, like many of those facing us today and in the post-war era, cry for the old-fashioned type of leadership that will truly lead.

This matter of salary adjustments is one important phase where management can demonstrate its unexcelled potential for this type of true leadership. It is a challenge—and one that must be met not next month, or next year, but now—today! What will we do about it?

Victor Safe Appoints New Managers

New district sales manager in Illinois and Wisconsin for the Victor Safe & Equipment Co., Inc., is Westley F. Montpas. Mr. Montpas brings to Victor dealers the ideas he gained in several years as manufacturers' representative in the industry, and more recently as sales manager for a large retail stationery and office equipment dealer.

Left:
W. F. MONTPAS

Right:
FRED A. MICHELS

Fred A. Michels succeeds Ray F. Scharrer as office and credit manager of the Victor company in North Tonawanda, N. Y. Mr. Michels was for the past sixteen years with one of the largest manufacturers of office equipment, and spent several years with a wholesale concern in New York.

Mr. Scharrer's new connection is with a maker of photographic supplies.

Nationally Advertised Templar

points your way to a great line-up of

QUALITY PENCILS

for ECONOMY MINDED BUYERS

THIS CAN'T HAPPEN when you write with Templar Bonded Lead patented lead and special bonding process make it 25% to 75% stronger . . . Made in a wide range of six degrees.

3 Big Features

1. Made of specially selected graphite that insures daylong, smooth writing quality.
2. Brilliant blue plastic ferrule and red, no-smudge eraser, bonded by special process. Will be permanently affixed during entire life of pencil.
3. Only 5c pencil made in a wide range of 6 degrees for every writing need.

Sold only through regular stationery dealers. Dept. S-5

Also makers of a complete line of black and colored lead pencils. A complete catalogue illustrating and describing the most popular numbers in line will be sent you upon request.

Manufactured by
RELIANCE PENCIL CORP.
MT. VERNON, N. Y.

GOOD TYPISTS Prefer CODO

★ TYPEWRITER RIBBONS

★ CARBON PAPERS

The new Codo CLEARTEX writes and wears like silk. Fine fabric, high ink concentration and extra length give discriminating typists new standards for copying performance.

For every copying purpose there is a Codo Carbon paper that will give cleaner, sharper impressions for a longer time. Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all guaranteed against deterioration for five years.

The famous patented "Carbon Gripper" in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.

529 South Franklin St., Chicago

270 Lafayette St., New York

Factory: Coraopolis, Pa.

"... and What Do I Get?

Squawks that split your eardrums! In the morning I open a million letters by hand and the boys are mad if they don't get their mail in nothing flat. They must think I've got a hundred hands."

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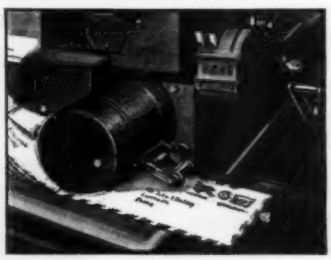

Metered Mail Systems . . . Parcel and Parcel Post Scales . . . Letter Openers . . . Envelope Sealers . . . Multipost Stamp Affixers . . . Mailroom Equipment. (Many units available.)

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when you write with Templar DURA-Lead patented lead and special bonding process make it 25% to 75% stronger . . . Made in a wide range of six degrees.

3 Big Features

1. Made of specially selected graphite that insures daylong, smooth writing quality.
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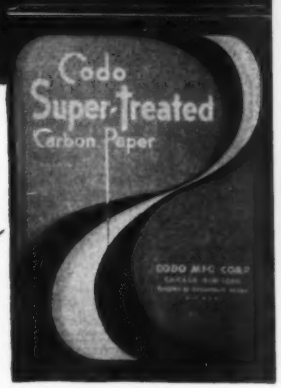
GOOD TYPISTS Prefer CODO



★ TYPEWRITER RIBBONS

★ CARBON PAPERS

The new Codo CLEARTEX writes and wears like silk. Fine fabric, high ink concentration and extra length give discriminating typists new standards for copying performance.

For every copying purpose there is a Codo Carbon paper that will give cleaner, sharper impressions for a longer time. Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all guaranteed against deterioration for five years.

The famous patented "Carbon Gripper" in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.

529 South Franklin St., Chicago
270 Lafayette St., New York
Factory: Coraopolis, Pa.

MACO LINE

TAGS ★ LABELS ★ PIN TICKETS
STURDILY AND ATTRACTIVELY PACKAGED

Sold by leading Stationers

The J.L.MAY COMPANY
109 WEST 19TH ST., NEW YORK, N. Y.

VISIT THE MACO DISPLAY BOOTH F7 — N. S. A. CONVENTION, CHICAGO

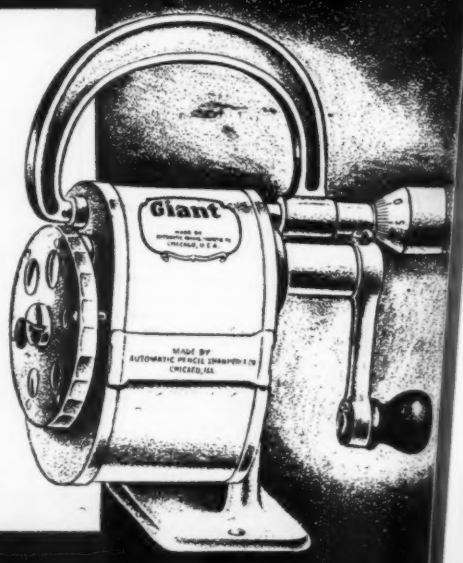
Automatic PENCIL SHARPENERS Now doing *Precision* Work for U. S. A.

The same precision required for Ammunition will again be employed to make fine Automatic Sharpeners when steel and other materials are released.

Our research department is at work on new designs. Distinctively modern, the good looks and quiet efficiency of these fine machines will help more than ever to make daily life more pleasant for millions.

Until the go-ahead signal is given by the War Production Board, Pencil Sharpeners will not be available.

Cutters and replacement parts are now available however for prompt shipment. Your customers can obtain improved service from their present sharpeners by installing new cutters. Folder with full instructions available upon request.



AUTOMATIC PENCIL SHARPENER COMPANY
Div. of Spengler Loomis Mfg. Co., 58 E. Washington St., Chicago 2, Ill.

Automatic Pencil Sharpeners are coming back

Your Selection of

these quality pencils will become more and more pleasing to you.

Consider carefully National's superior line for better performance and greater value. Ask for samples.

★

Made with

PROCESSED FUSE-TEX LEADS

NATIONAL PENCIL COMPANY

SHELBYVILLE, TENN.

★

220 FIFTH AVE., NEW YORK

3 GOOD REASONS FOR INSTALLING

BARKLEY

plastic tab indexes

1 NO STOOPING!

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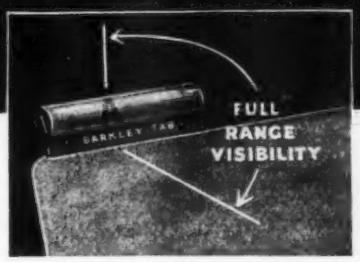


BARKLEY Plastic Tab Indexes create new filing comfort and efficiency. Save valuable filing space—their only thickness is above the card level.

Show the MAGNIFIED VISIBILITY, the ANGLED VISION POSITION and the SPACE SAVING features of this unique index tab, and you'll have customers appreciative of your alert interest in improving their filing efficiency.

Established 1921

C. L. BARKLEY & CO.

Manufacturers of Filing Supplies

517 S. JEFFERSON STREET CHICAGO 7, ILL.

Supergrip CEMENT is new!

Born of wartime necessity, this specially developed cement has many properties which fit it for wider uses in office, home, school and laboratory. SUPERGRIP sticks paper to paper, metal, glass and wood in either a permanent or temporary bond as desired. For mounting photographs, maps, advertising layouts, labels, engineering drawings, and in arts and crafts work, SUPERGRIP is convenient, reliable and satisfactory. It will not wrinkle thin paper, and any excess can be easily removed by rubbing with the finger as with rubber cement. Its clear, transparent film leaves no residue after removal.

Packaged in 4-oz. bottles (with brush) and in pint, quart and gallon containers. If not at your usual source of supply, write us.

BB CHEMICAL COMPANY 731 MEMORIAL DRIVE CAMBRIDGE 39, MASS.

PITY THE ARCHIVIST

(From page 36)

Case 3: A New York corporation has a branch office in Detroit. An Ohio concern places an order on the Detroit office for shipment of goods f.o.b. destination to points in Ohio and Indiana. The Detroit branch office relays the order to New York and shipments are made from factories in New York and Illinois. Should records relating to this transaction be preserved according to the period of limitation effective in New York, Michigan, Ohio, Indiana, or Illinois?

Reeling in anticipation of what lies ahead, he seeks further advice on statutes of limitations. He is told that the statutory periods begin to run from the time the "cause of action" arises. He wonders how he is supposed to guess, by looking at a document, when a "cause of action" may arise. The fact that it may arise simultaneously with the execution of the document, or shortly thereafter, or even some years after the expiration of a contract, insofar as right under guarantees are concerned, complicates the problem beyond what he feared in his darkest moments.

Suspecting that the task which he has set for himself is almost beyond the comprehension of the layman, he toys with the idea of turning the whole job over to the lawyers. But he realizes that his knowledge of office routines and the uses to which the records are put in the ordinary course of business, and his experience with preservation and destruction procedures, storage equipment and filing methods are as important as the lawyers' knowledge of statutory requirements, and so reaches the conclusion that the most satisfactory results can be secured by pooling their joint resources.

He feels that a better understanding of the legal viewpoint might be advantageous. He becomes a walking encyclopedia on the subject of state laws and their relation to business records. He feels the thrill of power. Nothing can stop him now. He considers starting a little business of his own; visualizes harried archivists begging frantically for his advice at any cost—sees his name on the glass door of his new office—

"CONSULTANT"
Preservation and Destruction
of
Business Records

But he hasn't reckoned with the various federal and state administrative bodies which have recently sprung into being. They, too, have a more than passing interest in the records of private business. He finds that some of them have expressed definite preferences concerning the retention of specific records, while others are rather vague on the subject. He wonders how he can go about finding out which of the many Boards and Commissions are going to require him to produce any given record in connection with some future investigation.

At this point our friend shows signs of discouragement. He has reached the conclusion that even chewing gum wrappers and paper towels ought to be saved because one never can tell when they might be needed as evidence in court cases. He is about to set a match to the stock of data accumulated during his long, patient study, put in a requisition for another ten-story warehouse, and retire on a pension, when he hears about a remarkable camera which photographs on microfilm.

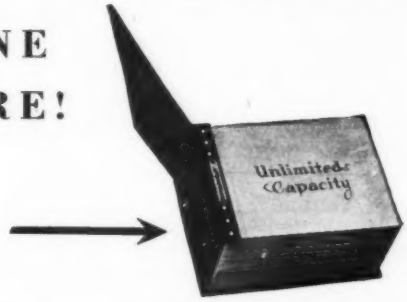
He considers the advantages of this new process. Careful investigation indicates that the microfilm copies are legible, that they can be made readily accessible, and that they occupy less than 1/100th of the space required for the original paper records.

Someone wonders about the status of micro-copies in court cases. Suddenly he finds himself once more enmeshed in the multiplicity of state laws. This time he delves into the rules of evidence governing the admissibility of photographic copies in court cases. He is pleased to see that favorable legislation has already been passed in some states, giving to microfilm copies of public records a status equal to that of the original records. He wishes that the remaining states would enact similar specifically-worded legislation. He wishes also that some mention might be made in the state laws concerning the status of microfilm copies of the records of private business.

He finds some consolation in the federal statutes governing the admissibility of microfilm copies of public records in federal courts and believes that the decision in U. S. vs. Manton (107 Fed. 2d 834) is the forerunner of brighter things to come. He hopes some day to learn the requirements of

Economical **BINDING**
Safe **FILING**

DONE HERE!



IT doesn't take any detective work to see all the advantages of ACCO 2 piece COVERS. Their use by thousands of firms is proof of their economy and efficiency for *both* everyday loose-leaf binding and permanent filing.

ACCO 2 PIECE COVERS

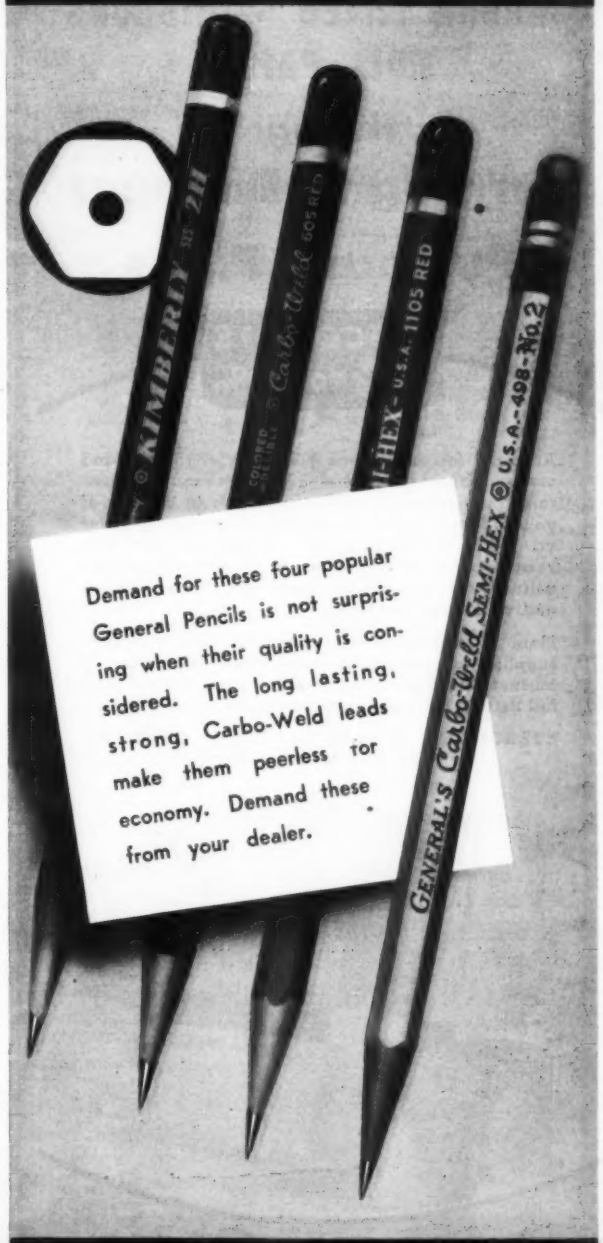
make neat, safe, orderly binding of papers practical at far below the cost of ring or post binders. They make compact, permanent storage filing safer, more accessible.

ACCO 2 piece COVERS are high quality pressboard equipped with ACCO Fasteners. Sizes to meet most every need of every customer. Large capacity.

N. B.—ACCO COVERS are just one of the many ACCO Quality Products you need for better business, own and postwar. Concentrate on ACCO for sales!

A C C O
PRODUCTS, Inc.
39th AVENUE and 24th STREET
LONG ISLAND CITY, N. Y.

GENERAL'S
Quality
CARBO-WELD PENCILS



Demand for these four popular General Pencils is not surprising when their quality is considered. The long lasting, strong, Carbo-Weld leads make them peerless for economy. Demand these from your dealer.

Makers of Fine Pencils since 1889
General Pencil Company
67-73 FLEET STREET JERSEY CITY 6, N. J.

SAVE

by buying quality

CARBON PAPER • RIBBONS
ROLL PAPER

through

Burroughs Discount Purchase Plans

DISCOUNTS 10% to 40%

An order for as little as $10 worth of ribbons and carbon paper receives a 10% discount. Discount rates increase—up to 40%—according to the size of your orders, with purchases of carbon paper helping you earn larger discounts on ribbons, and vice versa. As an extra convenience, Burroughs makes deliveries as needed, to assure you fresh supplies and no storage problems.

Plain or carbonized roll paper and other quality supplies for practically every type and make of business machine also at substantial savings. For full details, call your local Burroughs office or write—

BURROUGHS ADDING MACHINE COMPANY
DETROIT 32, MICHIGAN

Burroughs

SUPPLIES FOR BUSINESS MACHINES

BURROUGHS ADDING MACHINE COMPANY

the various state and federal administrative bodies in connection with this important problem.

He can see that the tendency is toward uniform, favorable legislation on this question and can visualize the day when business, large and small, will be able to eliminate the retention of bulky records for long, long years in favor of microfilm copies.

Although he is worn out from hitting his head against a blank wall for so many years, the archivist wonders what he, in his small way, can do to bring this day closer.

HOW LONG MUST RECORDS BE KEPT?

Lots of light is cast on this dark subject by "Manual of Record Storage Practice," published for the benefit of the filing profession by Bankers Box Co., Chicago.

Edward Bausch

——chairman of the board of the Bausch & Lomb Optical Co., Rochester, N. Y., died in his home in Rochester July 30th. Mr. Bausch, who was 89 years old, had been in failing health and confined to his home for more than two years.

A son of John Jacob Bausch, one of the founders of the company, he was initiated at an early age into the business which became his life work.

EDWARD BAUSCH

Beginning in 1883 his activity in the development of the microscope and other laboratory instruments was evident in a succession of patents. Trichnoscopes, illuminators, microtomes, invertible microscopes, binocular microscopes and centrifugal testing machines were followed in 1887 by his famous iris diaphragm shutter which made the snapshot camera a popular accessory. The improvement in photographic dry plates and lenses of higher speed occasioned a demand for a faster and better controlled exposure.

The production and distribution of microscopes soon led to a host of complementary products, such as projection apparatus and cameras.

The company collaborated closely with the armed forces in developing equipment in both the first World War and the present conflict.

Shortage on Wood Office Chairs Anticipated

Members of the Wood Office Chair Industry Advisory Committee, in their recent meeting with the WPB, stated that they did not expect the amount of lumber allotted for production of office chairs in the third quarter of 1944 to be sufficient.

While WPB representatives pointed out that in alloting lumber for this purpose, they took into consideration the size of each applicant's stockpile, his previous rate of usage and his receipts, several manufacturers declared that stockpiles in many cases include unusable lumber, and allotments based on the total amount of wood in the stockpiles therefore are not large enough to take care of manufacturers' needs.

The committee was told by WPB representatives that manufacturers who were Class I lumber consumers under L-335 were required to file reports upon which fourth-quarter allotments would be based at the end of July, 1944. It was explained that a Class I consumer is one who needs more than 50,000 board feet of lumber per quarter.

Quick Clear Marking

"AMERICAN" MARKING CRAYONS

Saves time
Assures arrival
Speeds production

This is no time to have shipping mistakes! "AMERICAN" MARKING CRAYONS, Series 5000, the ideal crayon for marking boxes, crates, barrels, and every type of shipping container. Strong sticks for marking, slender sticks for checking. For an all-round satisfactory marker, specify American 5000.

AMERICAN "GB" China, Glass, Cellophane Marking Pencils are superior quality pencils, paper wrapped for easy, quick sharpening. Use them for every glazed or smooth surface.

PRANG
DRAWING INK
"Blacker than Black"

There is no finer Drawing Ink made than PRANG. It flows smoothly, dries to an intense jet black absolutely without gloss and perfect for reproduction. Prang Drawing Ink will not foam, settle or crack. Once you have used PRANG you will never be satisfied with another drawing ink.

HE AMERICAN CRAYON COMPANY
1706 HAYES AVENUE, SANDUSKY, OHIO
W YORK SAN FRANCISCO DALLAS

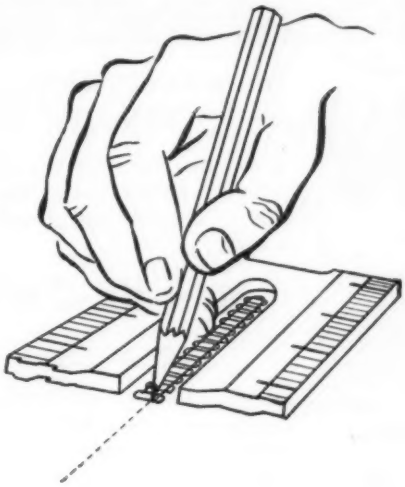
SENSATIONAL NEWS FOR LIVE BUYERS!

Presenting

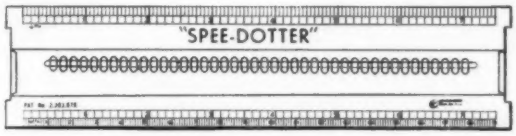
SPEE-DOTTER

A REVOLUTIONARY DEVELOPMENT IN DRAWING DEVICES

SPEE-DOTTER rushes the finished work of draughtsmen, architects, engineers, designers, artists, students, layout men. With SPEE-DOTTER they get accurately dotted lines in a split second.



SPEEDY
EFFICIENT
REVOLUTIONARY



Two sizes, made of transparent plastic, fully graduated for ruling and measuring. Pocket size, 8", retails at $1.00. Desk size, 12", retails at $1.50. Production now under way; get your order on file for prompt delivery.

Multiple uses—makes parallel lines, measures, produces dotted lines. Every user of a drawing instrument will clamor for Spee-Dotter. The demand will be tremendous. Put your store up in front with this record breaking number. Produced by the makers of the famous C-THRU line of modern measuring devices.

RULERS · TRIANGLES · NAVIGATIONAL INSTRUMENTS · STENCILS · PROTRACTORS · OTHER DEVICES
C-THRU Ruler Company
HARTFORD, CONN.

MAK-UR-OWN INDEX TABS

CABINET VISIBLE

BOOK VISIBLE

WOOD FILES

SECTIONAL VISIBLE

REFERENCE EQUIPMENT

TAX COMPUTER

FILING SUPPLIES

Victor dealers' CHOICE of the MONTH

The MAK-UR-OWN PIN-UP GIRL

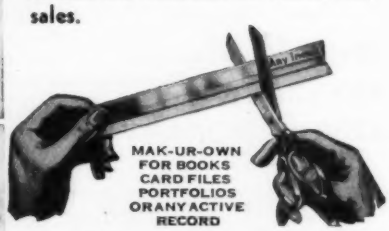
in an attractive colored poster is just one of Victor's sales helps . . . part of a continuing program that has built

MAK-UR-OWN

TRADE MARK REG. U.S.A.

INDEX TABS

into a consistent profit-maker for dealers everywhere. Pocket Demonstrators are available for quick, easy sales.



MAK-UR-OWN FOR BOOKS CARD FILES PORTFOLIOS OR ANY ACTIVE RECORD

Information on any of the lines illustrated furnished on request.

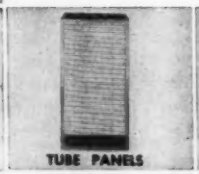
Sold only through dealers

THE VICTOR SAFE & EQUIPMENT CO., INC.

NORTH TONAWANDA, N. Y.

*War casualty—will be supplied when steel is again available.

SORTERS


TUBE PANELS

MAK-UR-OWN INDEXING PRODUCTS

*SAFES

*TREASURE CHESTS

*INSULATED FILES

Hotchkiss PIONEERS IN ALL THAT'S BEST IN Stapling

This slogan typifies Hotchkiss's position in the stapling industry. Founded nearly half a century ago, Hotchkiss has been in the forefront of every revolutionary development in the art of fastening things with staples.

Hotchkiss pioneered in chisel pointed staples which penetrate easier. Hotchkiss pioneered in the temporary clinch—the only clinch on a commercial desk stapler which permits papers to be unstapled without tools and broken fingernails. Hotchkiss pioneered in the new Palmfit streamlined design, exemplified in the model 101A illustrated here.

Hotchkiss pioneered in fast front loading also a feature of the Model 101A.

These superior features are some of the reasons why the Hotchkiss output is devoted 100 per cent to war uses.

Hotchkiss Products are distributed by leading Stationers everywhere—

THE HOTCHKISS SALES CO.

NORWALK, CONN. U. S. A.

Department W

NATURAL *System*

PA-G-E
SPELLS PAGE
and there it is

Spell the Name WITH GUIDES

1. NATURAL is the word for it. With Natural System any office worker with a few moments of instruction can correctly file or find a card in its proper place.

2. The reasoning is simple. Additional guides are added to the orginal index when needed.

3. It is the simplest and most economical index yet devised when time and performance are factors.

Natural System is available through your Wabash dealer

Wabash
FILING SUPPLIES, Inc.
124 East Water St., WABASH, INDIANA

WHAT IS THE MEANING OF THESE CURIOUS WORDS?

In Latin America . . .

SACAPUNTA
AFILALÁPICES
BRAZIL AND PORTUGAL
APARALAPIC

. . .

In France . . .

TAILLE-CRAYON

. . .

In Holland . . .

POTLOODSLIJPERS

All above names mean
PENCIL SHARPENER

NO MATTER WHAT LANGUAGE—THE PENCIL SHARPENER NAME TO REMEMBER IS

BOSTON

A limited number of Boston KS sharpeners are now being manufactured. In accordance with priority regulations, we must fill all priority orders first, and in order of rating.

KS
BOSTON

BOSTON
PENCIL SHARPENERS

C. HOWARD HUNT PEN COMPANY
CAMDEN, N. J.
SPEEDBALL PENS **HUNT PENS**

Cash in on—
Bainbridge Fibrcan

No. 2V
Height 15"
Top Diam. 12"
Bott. Diam. 10"
Popular office size strongly built waste basket, appropriate for executive and employee use.
Colors: Brown and Olive Green

No. 10 30" x 14"
No. 10V 30" x 12"
Sturdily constructed general utility basket suitable for use in lavatories and wherever towels or other waste material accumulates quickly.
Colors: Brown and Olive Green

No. C-110V
16" x 30"
18" x 30"
20" x 30"
A large capacity re-enforced basket for general industrial and commercial use — built to stand rough usage.
Also mounted on wheels.
Colors: Brown and Olive Green

Bainbridge Fibrcan
THE BASKET KNOWN TO A CONTINENT
Distributed by
BAINBRIDGE, KIMPTON & HAUPT, Inc.
218 Greenwich St. New York 8, N. Y.

Twentieth Anniversary Observed by Saxon

Twenty years ago in August the Saxon Paper Products, Inc., opened its doors at 78 Grand St., New York, with 4,000 square feet of space. The firm started with only two agency lines—Albermarle blotting paper and U. S. Envelope. Through turbulent times the firm forged ahead adding to its lines and to the number of customers. In 1926 the firm moved to 15 Mercer St., where they remained for fourteen years until they were forced by the need for larger quarters to move to the present location, 240 West 18th St.

The officers, S. W. Saks, president, and Henry Arroll, treasurer, have been instrumental in the development of the company which now numbers among its agency lines such mills as Fox River Paper, Riverside Paper, International Paper, Franklin Paper, Crocker McElwain, Chemical, Valley Paper, American Writing, Howard Paper, J. P. Lewis, Riegel Paper, Lowe Paper, U. S. Envelope and others.

At the beginning of the war the company foresaw a demand for writing cabinets and has produced such writing cabinets as Flying Fortress, Esquire, Park Lane and Minute Man Letter. The firm also is the distributor of Sphinx Typewriter and Silverwing Air Mail Cabinets.

Dick Announces Contract Termination Stencil

A special Mimeograph stencil sheet for use by both prime and subcontractors to produce the twenty or more copies of the War Department Inventory Schedules usually required for contract termination procedures has been announced by the A. B. Dick Co., 720 West Jackson Blvd., Chicago 6.

This stencil sheet may be obtained with a facsimile of any of the three War Department inventory schedule forms placed on the surface of the stencil sheet. The facsimile form serves and is an exact guide for the typist in positioning copy to be added to the printed War Department inventory schedules. As many copies as may be needed can be produced from the single typing. Descriptive literature may be obtained from the company.

Allied Appoints McLaughlin as Representative

W. F. Hoefer, president of the Allied Carbon & Ribbon Manufacturing Corp., 165 Duane St., New York, has announced the appointment of Peter F. McLaughlin as sales representative. Mr. McLaughlin will develop and organize Allied's midwestern territories including Missouri, Oklahoma, and Kansas.

Well-known in the carbon and ribbon field, Mr. McLaughlin for the past twenty-five years has been connected with the F. S. Webster Co. He was the first and second president of the Midwest Travelers Club which he organized with William Schmiederer of Buxton & Skinner, and the late Jack Grey.

In addition to his outstanding reputation as a salesman, Mr. McLaughlin is known throughout the Southwest and Midwest as an expert in retail merchandising. His headquarters will be in St. Joseph, Mo.

Leighton Forbes

———former sales executive with the Monroe Calculating Machine Co., died July 16th at the age of 62, in Newark, N. J.

Mr. Forbes was with the Monroe Calculating Machine Co. for thirty years. At the time of his retirement last March, he was division sales manager of the company with offices at 444 Mitchell St., Orange, N. J. At one time he was in charge of the training of company salesmen in its 130 offices throughout the country.

Surviving are his wife, Mrs. Stella Bailey Forbes, two sons, a daughter and two sisters.

Orders Roll in for

ACOUSTOR Noise Control CABINETS

BANKS, COMMERCIAL HOUSES

INDUSTRIAL FIRMS ORDER AND REORDER

"I wouldn't have a business machine without an Acoustor Cabinet," reports the office manager of the Phenix Dairy in Houston, Texas. Note the built-in fluorescent lighting . . . no glare or vibration. Standard finish is office green. Equally effective whether you have one machine or several.

• When you soften noise, business machine operators not only post more figures accurately each day but customers approve the blanket quietness.

One survey, recently completed, proves that operators use 19% less energy and general health of all employees improves when you have quiet instead of racket.

The Acoustor Cabinet fits any standard make of business machine. Placed in position in a couple of minutes, the Acoustor positively shuts out nerve-shattering noise forever, because it absorbs noise at the source. No expensive remodeling necessary.

9 out of 10 office managers who try one Acoustor cabinet as an experiment, order additional cabinets.

PHONE . . . WIRE . . . WRITE

PROMPT SERVICE

THE ACOUSTOR COMPANY

MARSHALL ST. • YOUNGSTOWN, OHIO

Esco—Symbol of Superiority

YOU WANT THE BEST

ESCO Products make your buying job **easy.**

ESCO. Products make your Draftsmen **happy.**

ESCO is the Symbol of Superiority.

ESCO Products satisfy the exacting requirements of aeroplane builders, ship builders' the schools of the nation, and hundreds of Industrial Plants.

ESCO's policy is to give the Drafting world the newest and best. Ask the expert, the Engineer, the Architect, the Draftsman, or Teacher.

ESCO's Fine Products—

- Drawing Boards (many kinds)
- Drawing Tables
- Straightedges Triangles
- Pencil Pointers Splines
- Parallel Rulers (In use all over the world)
- Navigators' Kits T-Squares
- Stools and Benches

ESCO SCORES AGAIN

Improving and Perfecting Drafting Room Equipment has been for years the established policy of Engineering Sales Company.

In pursuance of this leadership position we announce a new adjustable straightedge for increasing the efficiency of the draftsmen and engineers using ESCO equipment. It is a simple attachment that permits quick and easy cleaning of the straightedge, resulting in clean drawings always, together with quick alignment of the straightedge to the base line of the drawing.

Our practical engineers declare: "Every man that works with a straightedge and drawing board will hail it with delight because it fills a long-felt want."

Write us for Catalog and Special Descriptive Circulars: Tables, Drawing Boards, Special Kits, T-Squares and all Drafting Room Equipment.

ENGINEERING SALES CO.

707B Clara Avenue
SHEBOYGAN, WISCONSIN

11 South LaSalle St.
Rm. 1220, CHICAGO 3, ILL.

Makers of Precision Instruments for Architects, Engineers, Draftsmen, Navigators, and the Schools of the Nation

UEF Film Shows War Activities

In a 55-minute film now being shown, the Underwood Elliott Fisher Co. gives a picture of the work the company has done to aid the war effort. The show, "Design for Victory" had its premiere showing August 3rd in New York with many members of the trade and the press attending.

For the compilation of the film, the company formed its own producing company under the direction of Carl H. W. Ruprecht, advertising manager of the company.

Included in the film is the story of the production of the rate of climb aircraft instrument for the U. S. Navy for which the company received the Army-Navy "E." Another story is told of the building of the carbine for the U. S. Army and of the production of gun barrels. The record of producing one million barrels in less than eighteen months after production was begun is a part of the film which is especially impressive.

The film is concluded with battle scenes showing Underwood Elliott Fisher built equipment in action.

On August 18th over the Mutual network, the national radio show, "Double or Nothing" sponsored by Feen-a-Mint, gave a salute program to Underwood Elliott Fisher war workers in their program broadcast coast-to-coast from the Bushnell Memorial, Hartford, Conn.

Former NOMA Officer Takes WPB Post

H. D. Stillman, a past president of the Boston chapter of the National Office Management Association, and currently a national director of NOMA, has accepted a WPB appointment as deputy director of the Converted Paper Products Branch, Paper Division, Forest Products Bureau. Mr. Stillman has received a six months leave of absence from the Nashua Gummed and Coated Paper Co., Nashua, N. H., in order to assume the duties of the WPB position.

New Sky-Rite Catalog Ready

A new multi-color catalog on Sky-Rite air mail stationery, the nationally advertised product by the Agency Paper Co., 74 Varick St., New York, is now available.

The foreword convincingly describes the place Sky-Rite light weight stationery occupies in these days of far-flung air mail, pointing out that it gives more paper to the ounce, making possible a complete letter for minimum postage and a saving of weight in crowded planes, and the post-war situation is implied, in anticipation of heavier air mail carrying in that era.

Copies of this catalog, B5, will be sent on request by Agency Paper.

Eversharp Names New Director

Carl G. Preis, vice-president in charge of engineering of the American Can Co., has been elected a director of Eversharp, Inc., Chicago. M. L. Straus, the president of Eversharp, announced recently that net sales for the first four months of the fiscal year doubled those of last year.

I. B. M. Appoints Secretary of Manufacturing

Byne B. Waters has been appointed secretary of manufacturing of International Business Machines Corp. He formerly was general secretary to the president and will now serve in a liaison capacity between I.B.M. world headquarters in New York and all its plants.

Publication to Train Vari-Typer Users

Instructional material, operation hints, and suggestions for the improvement of Vari-Typer composition will be included in the new monthly publication planned by the Ralph C. Coxhead Corp., 333 Sixth Ave., New York. The new publication will be produced by the Coxhead training division primarily for the training of operators.

glass HANDI-PEN set

by Sengbusch

..available

Since the glass Handi-pen set is made chiefly from non-critical materials, Sengbusch is in a position to make reasonable deliveries — governed, of course, by existing production limitations. This satisfactory set — up to highest Sengbusch standards of efficiency, quality, and appearance — is also available with large 14-kt. solid gold nib at $5.00. Order from your stationer. Also ask him about the Steeless Kleradesk and Ideal Moistener, available for immediate delivery.

Sengbusch Self-Closing Inkstand Co.
299 Sengbusch Bldg. Milwaukee, Wis.

Here, we are proud to announce, is the finest achievement in non-curling carbon papers. There is no wishful-thinking in this assertion. No over-optimism. No over-statement. Consider! Not only is Old Dutch "Non-Curl" carbon paper impervious to extreme humidity and sudden temperature changes, but—and note this especially . . . *the "Non-Curl" feature has been developed without sacrificing sharpness of impression!*

Our chemists have truly worked a miracle. Out of their research and experiments, they have materialized a synthetic film that is at once incredibly thin and amazingly tough. Old Dutch carbon sheets, treated with this remarkable discovery, can withstand typing impact until all the carbon coating has been consumed. And that adds up to 50% *longer wear!*

Again, this is no mere boastful claim. It is a reality established by severe, intensive wear-down tests.

Old Dutch Products are handled by better dealers everywhere.

WATERS & WATERS BRANCH

511 Locust St., St. Louis, Mo., Burlington, N. J.
788 Mission St., San Francisco, Calif.

PERFECT GIFTS . . .
for Holiday & 2nd Semester
FELDCO
"KLASSY KASE"
ZIPPER RING BINDER

No. 210 for Sheets 10½ x 8, 2 Rings
No. 211 for Sheets 11 x 8½, 3 Rings

These quick selling, profitable FELDCO numbers have long earned their rights to any retailer's concentrated selling effort! FELDCO was first with the zippered ring binder and is still first in turnover and profit.

Orders placed now are subject to 90 days delivery, and will be filled in order of their receipt. Order today, and make sure you're ready for this business.

FELDCO "2200" LINE

Here's another popular number. Substantially made . . . bound in Olive Green Canvas over 100 point board. Available in four sizes to take sheets 8½ x 5½ . . . 9½ x 6 . . . 10½ x 8 . . . and 11 x 8½. Stock each size and watch volume sales come your way.

FELDCO "2400" LINE

The Companion Line to the "2200". Also available in 4 sizes to take 8½ x 5½ . . . 9½ x 6 . . . 10½ x 8 . . . 11 x 8½. Bound in Slate Blue canvas over 100 point board. rounded corners.

FELDCO LOOSE LEAF CORPORATION

MAIN OFFICE AND FACTORY
116 W. ILLINOIS ST. CHICAGO 10, ILL.

New York • 25 Central Park West • Phone CO. 5-0282
Pacific Coast • 744 Mission St., San Francisco • Phone Douglas 8562

Greatest Time Saver of 1944

"EASY WAY" WITHHOLDING TAX CALCULATOR

Specially Designed for "The Man in the Field"

Every payroll clerk and timekeeper should have it. Easily operated. Has all official government withholding tax calculations based on daily, weekly, semi-monthly and monthly payrolls. Mistakes eliminated since only one line is exposed at a time. Sturdily built, nothing to get out of order, charts easily changed.

New 1945 Charts Included with Every Easy Way Tax Calculator

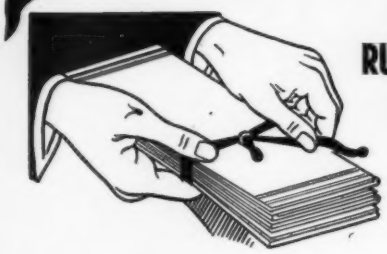
IMMEDIATE SHIPMENT **$13.75 DELIVERED**

If your dealer cannot supply you, write direct.

HIATT-BUSH COMPANY
P. O. Box 1571 **Tulsa 5, Oklahoma**

PULL FASTENERS

The ANSWER to YOUR RUBBER BAND PROBLEM



★

Keep cancelled checks, deeds, mortgages, insurance policies, vouchers and documents neatly tied together.

PULL either end to tighten.
PULL shorter end to loosen.

PULL FASTENERS do not dry out, crack or break while in use . . . eliminate the danger of documents becoming lost or separated . . . used by Banks, Utilities, State, City, County Offices, Insurance Companies, Libraries, Railroads, Business Offices and Manufacturing Firms.

Write for sample today on your business letterhead.

SCHLEGEL MANUFACTURING COMPANY
277 North Goodman Street **Rochester, N. Y.**

P.A.'S AND SALESMEN

★ ELBERT HUBBARD once wrote a paragraph on purchasing agents in which he made out that if there is a lower order of life, it has not been found; no hell can be hot enough for them. Of course, he did it all in fun, and the folks he was talking about knew it was all in fun, for Hubbard was a top-notch salesman, and a salesman does not go around knocking his customers.

We have encountered a good many purchasing agents in our time. Sometimes they have bought what we had to sell, and more often they have not. Some have been gentlemen and some have been contemptible. Some courteous and some rude. Some well informed and wanting more information, and some ignorant and unwilling to become informed. We have met preachers and lawyers and teachers and salesmen in all the above categories.

On the whole, they have been very much better than they have been bad. Their worth to their company is very often underrated. In short, we like purchasing agents.

We had a chance not long ago to talk to a group of them along the lines of selling and advertising. We tried to point out that the gulf between the salesman and the purchasing agent is purely imaginary, that to let one exist is a great mistake on the part of both men. Nothing could be easier to prove. Where would a purchasing agent's job be if there were no salesmen? Where would a salesman's job be if all purchasing agents went to hell ahead of Elbert Hubbard's schedule?

We asked this group to help us out. Between dinner and dessert, we had them set down the plus and the minus qualities, the things they liked best and least in salesmen.

What do you suppose headed the list of desirable qualities? *He knows his product!*

It got more than twice as many mentions as the next one, which was *He is brief!* The third was his appearance. He must be clean in person and in habits.

Other desirables: samples or pictures instead of talk; courtesy; responsibility; honesty; brings you new ideas; somewhat sociable; availability; good loser; ability to meet an emergency; helps you get started with a new material; knows where items other than his own can be bought.

The opposite of these qualities would naturally be those least desired, but the men qualified them even further. Instead of placing ignorance of the line (opposite to knowing the product) as the No. 1 antipathy, they objected most to *high pressure methods.* No. 2 was the opposite of No. 2 of the favorable qualities. They object to the man who *stays too long.*

A pet gripe was the *backdoor salesman.* This is the fellow who is always trying to get into the plant or see the boss without first seeing the purchasing agent. Another, of equal rating, was *knocking his competitors.*

They don't like those who "won't take no for an answer" or the poor loser "Unnecessary chatter" was the way one fellow explained the overly talkative salesman, and another said he was fed up on such banalities as "long time no see."

Other offensive qualities: the poor loser; bad breath; poor appearance and sloppy; bad manners and habits; cocky attitude; the man who infers you are no good because you don't buy his product; too smooth; subtle bribery methods; back slapper; crushes out cigarette on the arm of your chair; hat and coat on your desk; gets too close and taps you with his hand or finger; the egoist.

Now here is the pay-off.

We had previously asked a group of salesmen what they liked and disliked most in purchasing agents. *Their replies were almost identical with those of the purchasing agents!* They liked first, courtesy. They hated to be kept waiting unnecessarily. They liked the P. A. who knew his stuff. They hated "the guy who throws his weight around." *From the "KVP Philosopher," house organ of Kalamazoo Vegetable Parchment Co., Kalamazoo, Mich.*

CAN BE PURCHASED WITHOUT PRIORITY OR RATION CERTIFICATES

Rebuilt

DICTAPHONES

EDIPHONES

SINCE 1923

QUALITY REBUILTS

CLEARTONE CYLINDERS

Our economical, lined, smooth textured product of long years of experiment and research, is the ideal cylinder for dictating perfection. Complete satisfaction guaranteed with every order.

A stock of approximately 1,000 machines, of all models, to choose from. Obtain modern efficiency and voice clarity through the purchase of our guaranteed rebuilts.

AMERICAN DICTATING MACHINE, Co., Inc.

235 FIFTH AVE., NEW YORK, N. Y.

"our largest customers are very much pleased"

CUSTOMER SATISFACTION is the secret of dealer success. Tempo offers the most complete line of stencils with and without film. Stencils that bring consistent repeat business. All stencils we make are sold under our own brand names. This is a protection to you. Furthermore, we sell only through dealers.

The Tempo line is COMPLETE—stencils, inks and all duplicating accessories. It's high quality! It's profitable to you!

".....are glad to advise that we like your product very much. Our largest customers are very much pleased with the new Tempo Film Stencil."

(A KANSAS DEALER)

WRITE TODAY FOR PRICE LIST AND CATALOG

MILO HARDING CO.

436 WEST PICO BLVD., LOS ANGELES
317 THIRD AVE., PITTSBURG

MAKERS OF THE FAMOUS TEMPO FILM STENCIL

TEMPO STENCILS

Have You Ordered!

If you have not already placed your fall order for the Nascon Products, do so right now. The excessive demand for this popular line makes the delivery of late orders uncertain.

Send for the full color Nascon catalog today!

NASCON SALES CORP.
60 East 42nd Street New York 17, N. Y.

Veterans Invited to Apply for Post-War Jobs Now

A realistic way of assuring men in the armed forces that post-war jobs are waiting for them has been announced by the Addressograph-Multigraph Corp., Cleveland, Ohio.

Full page help wanted advertisements are being placed by the company in Army Times, Newsweek, Time and other magazines advising servicemen that applications will be considered now for 200 new positions on the company's post-war sales staff, in branch offices throughout the country and abroad. The company believes the ads are the first to get down to brass tacks with the soldiers, sailors and marines who are thinking about what they will do when the war is over.

"Soldiers are concerned about their future occupations when they have time to think," J. E. Rogers, Addressograph-Multigraph president, said. "The ones to whom the ad appeals will have something definite to consider rather than continuing to wonder about the future. That helps the soldier and his application will help us in preparing to keep post-war production and factory employment at high levels."

Synthetic Rubber for Typewriter Platens in Use

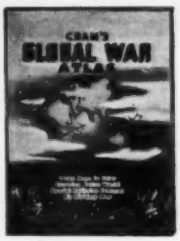
GR-S, the man-made rubber produced in the big government rubber plants, already is being used by manufacturers and rebuilders of typewriters and other business machines, and tests have demonstrated that in this use, it is a more than adequate substitute for the natural product, according to J. M. Failey of the industrial products division of the B. F. Goodrich Co., Akron, Ohio.

Tests disclosed that GR-S platens are slightly superior to natural rubber platens for single-copy typing, equal for manifolding and only a trifle inferior in three other respects, Mr. Failey asserted.

Mr. Failey also pointed out that although GR-S is still fairly scarce for these purposes, the synthetic rubber business machine platens may be obtained without a priority.

Cram's Global War Atlas

Display Them — You'll Sell Them



A Leader in the Low-Price, Profit-Making Field

12 x 15 inch De Luxe Maps in color cover the World. Comprehensive Index embraces over 300 countries, islands, and many practically unknown places. Index gives page reference for quick location of all battle fronts. Printed on fine super. Easy-to-read type. 32 pages. Board covers. Order direct from ad or send for Bulletin G.A. 2. List price only $1.00

MAPS of the BIBLE LANDS

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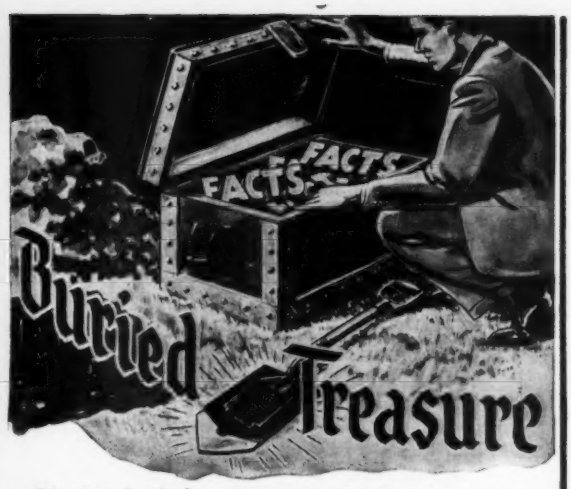
INKOGRAPH BULLETIN #8

For the postwar benefit of all dealers, we are keeping the name of Inkograph constantly and forcefully before the public...although current deliveries are limited.

Our national advertising for this Fall will appear in fifty-three leading magazines having a total circulation of 50,000,000.

Today we are doing our utmost to give all dealers proportionate shares of Inkographs whenever available, and trust that a return to normalcy in the near future will permit us to supply full requirements.

Inkograph Co., Inc.
200 Hudson St., N. Y. C. 13



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New Reference Map of Europe

Timely product of Rand McNally & Co., 536 S. Clark St., Chicago, is that company's New Reference Map of Europe. The company believes this to be the most completely detailed map of Europe, the Mediterranean Lands, and Western Asia ever offered at a popular price. The map opens to 49⅛x40 inches. Folded it is 12 5/6x13 5/16 inches. In this form, folded, with self-cover, the map is priced at $1. The Map of Europe alone can also be had on cloth, with wood rods top and bottom, for $3.75.

On the reverse side are these additional features: a four color large scale map of the world, a series of four historical maps showing the rise and fall of dominant European nations from Napoleon to the beginning of this war, a brief description under each map of the historical period depicted, and a list of the most important events for 200 years.

G. & C. Merriam President Honored in Book

Robert C. Munroe, president of G. & C. Merriam Co., publishers of Merriam-Webster dictionaries, is one of thirty-two presidents featured in a new book, "The Technique of Building Personal Leadership," by Dr. Donald A. Laird, published August 7th by McGraw-Hill Book Co.

New Packaging Catalog Keyed to Reconversion Theme

The 1944 Packaging Catalog, published by W. S. Ross, 122 East 42nd St., New York, projects the great war-time advances of packaging into the post-war era. A large section is devoted to the subject of reconversion. Many thousands of copies have been sold in advance of publication, it is stated by Mr. Ross. The 9 x 12 inch book, case-bound in leatherette, contains more than 750 pages, and sells for $2.50 per copy in the United States, $3.50 elsewhere.

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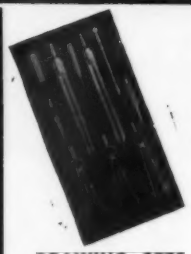

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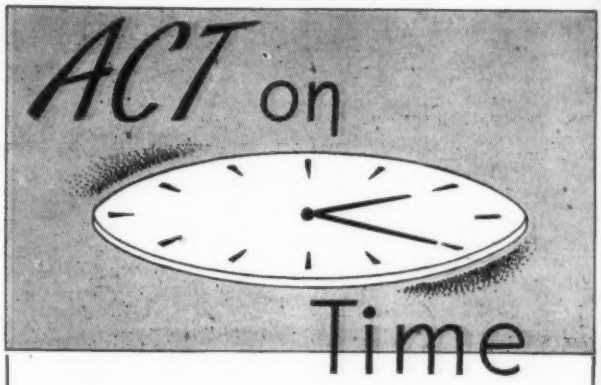

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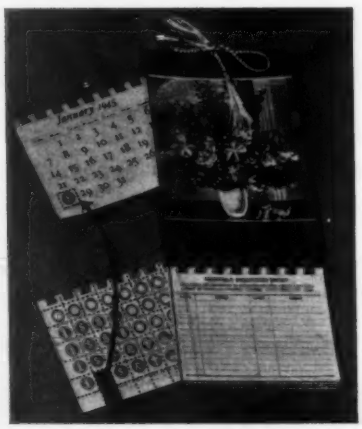
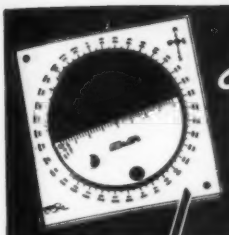
TECHNYGRAPH CO., TECHNY, ILL.

THREE-DAY SALES MEETING OF THE ART METAL CONSTRUCTION CO., the Postindex Co. division and the associated company, Wabash Filing Supplies, Inc., was held as an important mid-summer event at Jamestown, N. Y. Postindex systems and Wabash lines were on display and sales methods were exemplified for all merchandise. D. L. Elofson, vice-president in charge of sales, was in charge of the program and those conducting individual sessions included E. A. Keeling, vice-president in charge of wholesale; Roy E. Wells, vice-president and manager, Postindex Co. division; L. R. Addington, vice-president and manager, Wabash Filing Supplies, Inc., R. W. Clark, vice-president and manager, contract division; J. Arthur Johnson, manager, agency sales, Postindex, and C. W. Simpson, director of advertising and sales promotion. A. J. E. Larson, president, outlined the post-war conditions that are anticipated and the steps to be taken to meet them. Shown in the picture in the back row are Mr. Addington, F. H. Clark, J. Allen Ingram, Mr. Larson, Mr. Keeling. In the middle row are Mr. Elofson, Charles E. J. Hick, R. F. Howell, Page G. Young, Mr. Wells, Charles G. McGee, J. R. Jones, Edward L. Little, Henry S. Hansbury, Cornell E. Wilson, Joseph Francis, W. E. Chamberlain, Roy Hanks, Boyd L. Henderson, Deane Bascom, George E. Vinton, Carl M. Bowen, Al G. Brason, Harvey Martling, Charles L. Wiedeman, Mr. Johnson, Frank J. Link, Hugh J. Maloy, R. L. Thackeray, Jack Barry, R. D. Cooper and R. G. Milne. In the front row are Mr. Simpson, R. C. Gage, Harold A. Skinner, A. L. Larrimore, S. D. Bradner, John B. Jarrett, William P. Hoy, P. D. Farrell, J. W. Calley and Mr. Clark. A dinner party at the Hotel Jamestown concluded the session.

OFFICE CHAIR OF TOMORROW. This and other model chairs are indicative of a new school of thought in office chairs which will turn into reality in post-war days. Rigidity and elasticity combine to offer high resistance to strain. Only four pieces are used—a seat back unit, two leg units and one cross member. Fluid pressure molding is used in the manufacture, and only five screws are employed in the assembly. Materials are Co-Ro-Lite, plywood and Amberlite resin, and while these and other plastics are materials too critical to permit sizable production at this time, a new vista of postwar applications of plastics opens. Designed and molded by Vidal Research Corp., Camden, N. J.



NO SIGNIFICANT CALENDAR DATES will be forgotten by the person who marks the important days on his calendar with the Date-Master, new feature with the 1945 line from the Calendar Guild, 7th St. and 5th Ave., Minneapolis 15, Minn. Eight or more styles will be available for desk or wall, each with perforated stamps whose symbols remind the calendar owner of the importance of the various dates on which he pastes the stamps. The 10-cent and 25-cent calendars will come with mailing envelopes, the 60-cent and 75-cent calendars will be boxed.



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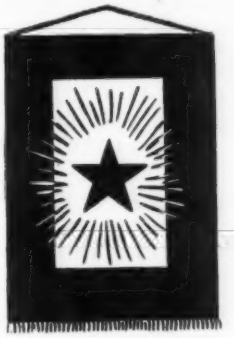

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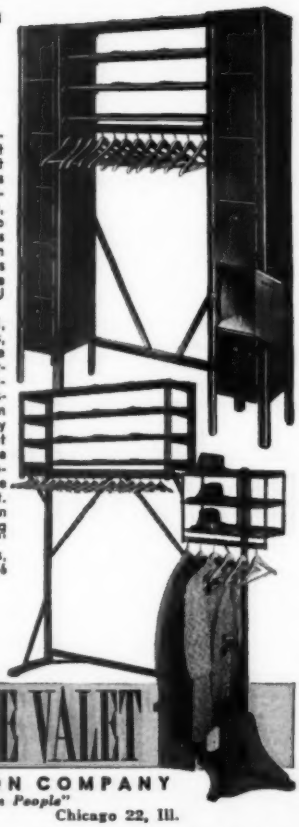

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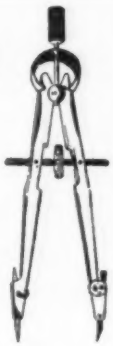

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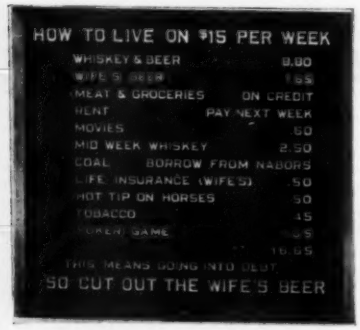

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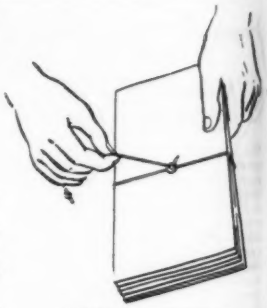

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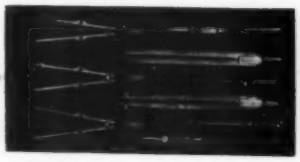

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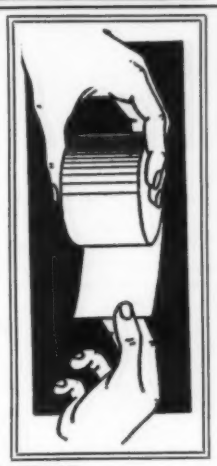

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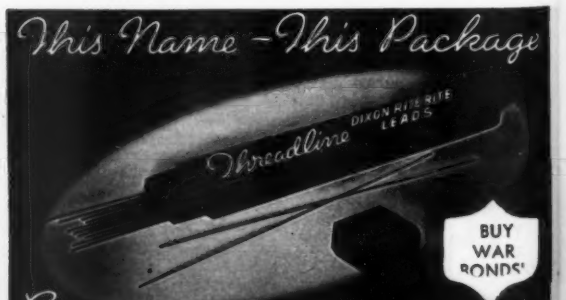

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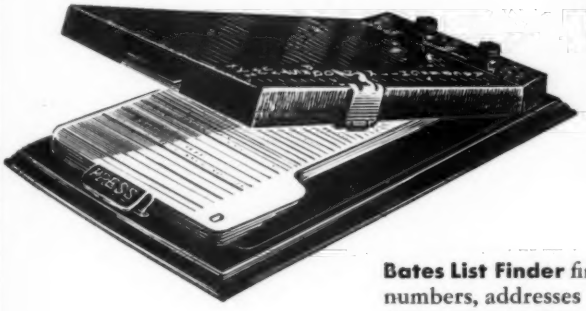
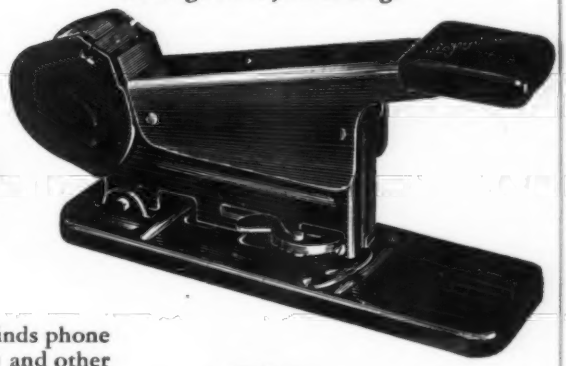
Supplied by a Progressive Dealer!

Bates MunKee Pad reversible filler gives double life. Handsome, sturdy, economical.

Bates Stapler makes its own staples, 5,000 in one loading. Can't jam or clog.





Bates List Finder finds phone numbers, addresses and other data instantly. Just move the arrow and press the tab.

Bates Numbering Machine, the standard of quality for more than fifty years.

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Our Factory at Bridgeport, Connecticut, proudly flies the Army-Navy "E", awarded for the production of precision instruments calling for skill and craftsmanship of the highest order.

She loves to type.

Her eyes light up as she watches the letters quietly form and march straight and true across the sheet.

It fascinates her . . . to see the letters move at her command, every time she presses a chubby finger.

It's so simple . . . and so much fun spelling out the words she knows.

But she's doing more than that! She's learning the way to give wings to words . . . the Underwood way. The way to develop the speed and skill she'll need to take over her important job of the future . . .

Her job as Secretary of America!

Your secretary, perhaps . . . or another business man's.

Some day, from her flying fingers, words will take wing that shape the destiny of men and their affairs . . . words that inscribe their thoughts and ideas in black on white . . . words that pour out their hopes and aspirations.

For she symbolizes many American girls . . . growing up and grown.

Girls who, like millions of others during the past fifty years, have been given the advantage of sturdy, accurate . . . *and always dependable* . . . Underwood Typewriters.

So look to the Future Secretary of America . . . the girl with the Underwood touch . . . to give wings to your words.

Look to her and her Underwood to give an attractive picture of you in every letter you write.

Underwood Elliott Fisher Company One Park Avenue, New York 16, N. Y.

Makers of Underwood Typewriters, Accounting Machines, Adding-Figuring Machines and Supplies

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